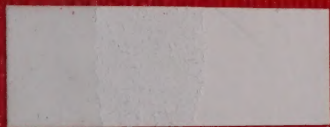
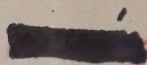
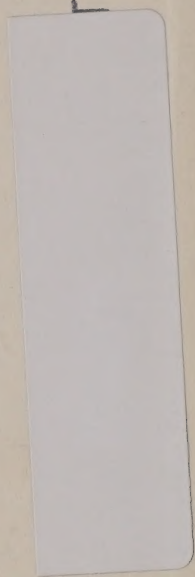


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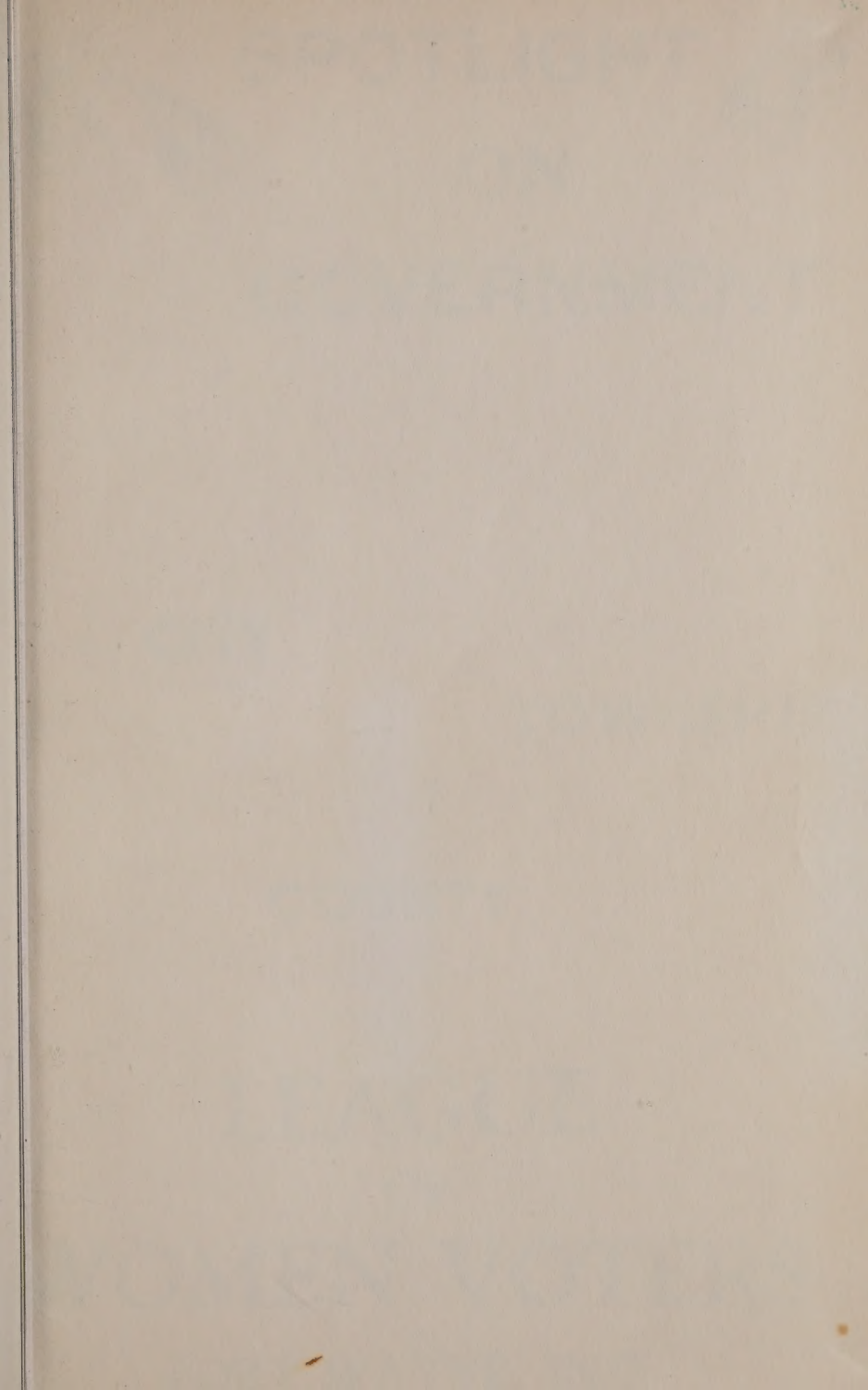
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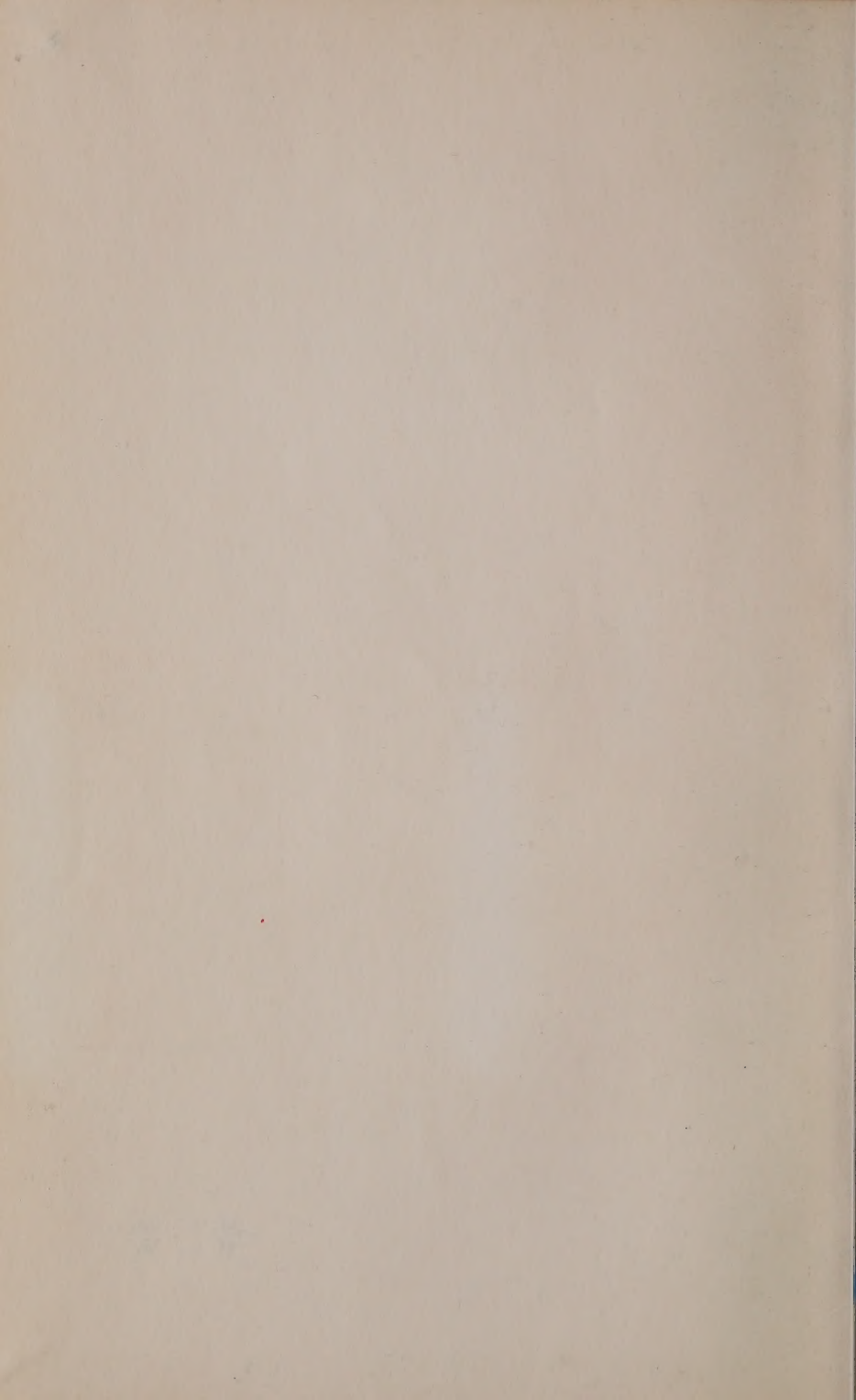
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**SPOTLIGHT**

**ON**

**GOVERNMENT**

**CITY**

**TOWNSHIP**

**COUNTY**

**LEAGUE**

**OF**

**WOMEN VOTERS**

**FORT WAYNE, IND.**

## Updating SPOTLIGHT ON GOVERNMENT

The 1963 Indiana General Assembly passed a number of laws affecting local government. To bring your copy of SPOTLIGHT ON GOVERNMENT up to date, will you please note the following changes:

### Page 12 - County Commissioners

Term of office of County Commissioners changed from three to four years, beginning Jan. 1, 1967.

### Page 21 - Public Library

Fort Wayne Public Library Board changed to five members appointed by (but not necessarily members of) the Board of School Trustees of Fort Wayne Community Schools, and two members appointed by Mayor.

Public Library Board of Allen County remains unchanged, except that if there should be no County Superintendent of Schools, two members shall be appointed by the County Auditor.

### Page 33 - County Judges

Salaries of all county judges in Allen County raised from \$15,500 to \$17,500.

### Page 46 - School Reorganization

State Commission on Reorganization of School Districts and County Committee extended for two years.

### Page 47 - Poor Relief

Residence requirements for poor relief in Allen County changed from one year in township and three years in State, to one year in County and three years in State.



# **SPOTLIGHT**

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# **ON**

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# **GOVERNMENT**

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**ALLEN COUNTY PUBLIC LIBRARY**

**General Chairman - Mrs. Lloyd Stubbins**

**Editor - Mrs. Neil A. Robson**

**Editing Committee**

**Mrs. Walter Turner      Mrs. Wm. Rastetter**

**Mrs. Alan Lord      Mrs. Wm. Bloch**

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**COMPILED BY**  
**LEAGUE OF WOMEN VOTERS OF**  
**FORT WAYNE, INDIANA**  
**PRICE 50¢**

## TABLE OF CONTENTS

	Pages
ALLEN COUNTY .....	11-45
County Commissioner Chart .....	10
Structure Chart .....	11
Tax Charts .....	26, 27
 BACKGROUND AND STRUCTURE.....	 4
 CITY OF FORT WAYNE .....	 51-87
Organization Chart .....	52
 ELECTION TIMETABLE .....	 6
 POPULAR CONTROL OF GOVERNMENT ....	 7
 PREFACE .....	 3
 TOWNSHIP GOVERNMENT.....	 46-50

First Edition, M1 - 1962

ARTHUR A. HERBER - FORT WAYNE, INDIANA

## PREFACE

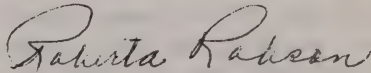
The League of Women Voters of the United States was formed in 1920 to encourage informed and active participation of citizens in government. In the 41 years which have followed, over 127,000 women have joined local Leagues in cities all over the country and state Leagues have been established in all of the 50 states.

1178554

The League of Women Voters of Fort Wayne was established in 1952. Thus, "Spotlight on Government" represents not only a concentrated year-long effort by a large group from our membership, but also the experience and knowledge we have gained through studying, analyzing and working with local government over the past 10 years.

Government by counties, townships and towns is the oldest sub-division of political democracy on earth. But paradoxically it is the least known, despite the fact that it is closer to home than state and federal government. We are well aware that the task of being an informed citizen is increasingly complex as government becomes more intricate and the tempo of change is accelerated. In "Spotlight on Government", we believe we have surmounted the difficulties inherent in writing about a government which is never static. In everyday language, it describes some of the operations of our local government and the services which are provided by our tax dollar. We do not criticise, nor do we praise. We are certain that each time a copy of "Spotlight on Government" is read, we shall be close to our ultimate goal; the informed citizen who will act.

We are deeply grateful to the many persons - governmental officials and private citizens alike - who contributed generous quantities of information, patience and time that this book might be placed in your hands.



Mrs. Neil A. Robson, Editor



## BACKGROUND AND STRUCTURE

For years before and after the coming of the white men, the ground where the St. Marys and St. Joseph Rivers join to form the Maumee was the headquarters of the Miami Indians. In 1686 the portage from the Maumee to the Wabash, connecting Lake Erie with the Ohio River, led to the building of Fort Miami by the French traders and soldiers. This fort was surrendered to the English at the close of the French and Indian War. After the English discontinued the garrison, Miami Town was a lawless trading settlement whose commercial importance was surpassed in the West only by Detroit and Vincennes. George Washington sent General Anthony Wayne to stop the Indian raids and secure the post. He defeated the Indians in 1774 and built across the river from Miami Town a stockade around which grew the American village of Fort Wayne. However, the Indian uprisings continued and in 1812 Colonel John Allen was sent to raise the siege of the beleaguered fort.

On December 17, 1823, the State of Indiana formed the County of Allen and named it for Colonel Allen whose portrait hangs at the right of the Calhoun Street entrance in the court house. The legislative act formally creating Allen County took effect April 1, 1824. In accordance with provisions of the act "for carrying the laws into effect in new counties," William Hendricks, Governor of the State of Indiana, appointed Allen Hamilton as Sheriff of Allen County "until the next general election and until his successor shall be appointed and qualified... should he so long behave well." Under this appointment, Mr. Hamilton gave notice to qualified voters of Allen County authorizing and directing them to hold an election May 22, 1824. The results were as follows: Samuel Hanna and Benjamin Cushman, associate judges; Anthony L. Davis, clerk and recorder; William Rockhill, James Wyman and Francis Comparet, county commissioners.

On May 24, 1824, the county commissioners held their first meeting at the home of Alexander Ewing. John McCorkle and John T. Barr, as the proprietors of the town of Fort Wayne, agreed to pay Allen County \$500 cash and donate appropriate land (now occupied by the County Court House) should their town be selected as the seat of justice. On May 26, Joseph Holman was appointed treasurer and on May 27, John Tipton was appointed county agent. These appointments were made May 31: Hugh B. McKeen, lister of taxable property; Lambert Cushovis, constable; Robert Hars, inspector of elections; William N. Hood, inspector of flour, beef and pork; John Davis

and Alexander Coquilland, overseers of the poor. It was ordered at this meeting that the County of Allen be constituted as one township and called the Township of Wayne.

In 1829, Fort Wayne was incorporated as a town with a population of 300 persons. In 1830, the County of Allen had a population of 996. In 1840, the State Legislature granted the town a charter and incorporated it as a city. The Wabash and Erie Canal passing through the county was completed from Toledo, Ohio, to Lafayette, Indiana, in 1843. The first county free school was opened in 1854 in what is now Adams Township and in that same year the first railroad into the city was completed.

In 1895, the population of the county was about 40,000. With the growth of government services the commissioners were plagued then as now with the lack of adequate space. They decided to build a court house befitting the dignity of the county. There had been three previous structures. The present court house was dedicated September 24, 1902.

Today, with an area of 671 square miles, Allen County is the largest in the State. It is divided into 20 townships with Fort Wayne as the county seat and has four incorporated towns: Woodburn, New Haven, Grabill and Monroeville.

The roster of county officials has steadily increased and new departments have been added. Assistants and deputies have been appointed with the result that in 1962 there are approximately 870 full-time employees on the county payroll.

# ELECTION TIMETABLE

	1962	1964	1966
President	0	1	0
Vice President through electors	0	1	0
Rep.to Congress--4th Congressional Dist.	1	1	1
U.S.Senators--two 6 year terms	1	1	0
Governor	0	1	0
Lieutenant Governor	0	1	0
Attorney General	0	1	0
Secretary of State	1	1	1
Treasurer of State	1	1	1
Auditor	1	1	1
Superintendent of Public Instruction	1	1	1
Clerk of Supreme and Appellate Courts	1	0	1
Reporter of Supreme and Appellate Courts	0	1	0
Supreme Court Judges--five 6-year terms	3	1	1
Appellate Court Judges--eight 4-year terms	4	4	4
Joint State Senator (Allen and Noble)	0	1	0
State Senator	1	0	1
State Representatives	3	3	3
Joint State Representatives (Allen and Whitley)	1	1	1
County Commissioners--3-year terms	2	1	3
overlapping			
County Council-1 from each of 4 council districts and 3 at-large	7	0	7
County Auditor	1	0	1
County Treasurer	0	1	0
County Recorder	1	0	1
Clerk of Circuit Court	1	0	1
County Surveyor	0	1	0
County Sheriff	1	0	1
County Assessor	1	0	1
Prosecuting Attorney	1	0	1
Judges of Superior Courts 1, 2 and 3	1	2	1
Judge of Circuit Court	0	0	1
Township Trustees	1	0	1
Township Advisory Board	3	0	3
Justice of Peace	1	0	1
Township Constable	1	0	1
Township Assessor	1	0	1
Wayne - Adams - Washington - St. Joseph			

Municipal elections of city and town officials (four-year terms) are held in odd-numbered years immediately preceeding presidential years.



# POPULAR CONTROL OF GOVERNMENT

## POLITICAL ORGANIZATION

The biennial primary election is the basis for political organization in Indiana. At this time the voter elects his precinct committeeman who forms the foundation upon which the party's whole structure is built. Officers and committees in the party owe their selection directly or indirectly to the precinct committeemen.

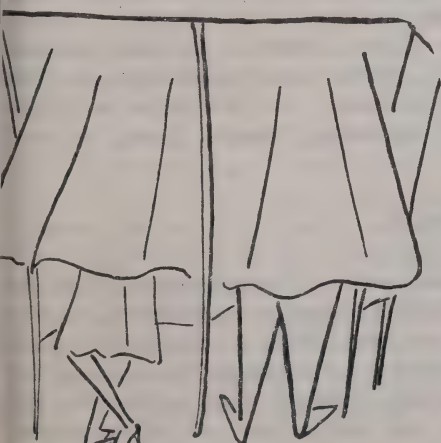
### ALLEN COUNTY CENTRAL COMMITTEE

Upon election, the committeeman appoints a precinct vice committeeman of the opposite sex. There are 158 precincts in Allen County; thus, 316 precinct committeemen and vice committeemen make up the County General Committee of the party. This committee elects its chairman, vice chairman, secretary and treasurer.

### DISTRICT COMMITTEE AND STATE CENTRAL COMMITTEE

A District Committee is composed of all the county chairmen and vice chairmen from within a congressional district. Allen County is in the Fourth District. The district chairmen and vice chairmen from all Indiana congressional districts make up the State Central Committee. This committee then elects a state chairman, vice chairman, secretary, treasurer, national committeeman and committeewoman.

### ELECTORAL PROCESS



### THE DIRECT PRIMARY

Indiana law fixes the first Tuesday after the first Monday in May of each year preceding each general election as the date for holding the primary. Primaries are political party elections. In Indiana, a voter must state a party preference before voting

("closed" primary) and may vote for candidates in one party only

The purposes of the primary are: to nominate candidate for representatives in Congress, members of both houses of the state legislature, judges, prosecuting attorneys, other county officials, township officials and city or town officials; to elect precinct committeemen and delegates to state party conventions and in presidential election years, to register preference for a presidential nominee.

## THE GENERAL ELECTION

General elections are held in each precinct on the first Tuesday after the first Monday in November in all even-numbered years. Referendums and constitutional amendments are voted upon at this time. Municipal elections are held on one of the odd years.

## COUNTY ELECTION BOARD

Two members of the County Election Board, each representing one of the two major political parties, are appointed by the County Clerk and these two appointees comprise the County Election Board whose duty is to supervise elections, prepare and distribute ballots and appoint precinct election officials. Each of the two appointees receives \$1,000 in an election year.

## ELECTION MACHINERY

The Board of County Commissioners establishes precincts, provides polling places and any necessary equipment. Voting machines are used throughout Allen County. At the present time there are 158 precincts, 113 within the boundaries of Fort Wayne. An effort is made to arrange the precincts so there will be between 800 and 1,000 registered voters living in each precinct.

## PRECINCT ELECTION OFFICIALS

The county chairman of each political party nominates the precinct election officers to which his party is entitled, acting usually upon recommendation of the precinct committeemen. The party casting the highest number of votes in the county for Secretary of State at the preceding general election names the inspector. Each party names one judge, one or more clerks

as deemed necessary and one sheriff for each precinct. Each party, also, may appoint for each precinct one challenger and one poll-book holder who receive no compensation for their services except from the political party they represent.

The inspector and two judges serve as the Precinct Election Board. They determine all questions and have general charge of inspecting election equipment, conducting elections, canvassing the vote, making returns and opening and counting absentee ballots. The inspector is chairman and spokesman for the board and has the duty of procuring election ballots, voting machine keys, supplies and arranging election equipment and filing returns. He receives \$12 for his services on election day and \$12 for transporting supplies. The two judges each receive \$12, as do the clerks who keep records and tally the votes. The sheriffs, who preserve the peace and enforce observation of election laws inside the election room and within 50 feet of it, receive \$9 as their compensation. Precinct election officers, also, receive a \$3 meal allowance.

## BOARD CANVASSERS

The membership of the Board of Canvassers is the same as the County Election Board. Its duty is to canvass the votes and with respect to such votes make the proper returns to the Secretary of State.

## BOARD OF REGISTRATION

Registration of voters is handled by a board of two members, one from each political party, appointed by the Judge of the Circuit Court. Their salary is set by the County Commissioners within the ranges established by law and the board is authorized to employ registration officers.

A citizen must register to vote any time except during the 28 days before and a short period after a primary or general election. To be a registered voter, he must be a citizen of the United States, 21 years of age or over, a resident of Indiana for six months, of the township 60 days and of the precinct 30 days. Registration is required only once. (This is termed "permanent registration"). However, a citizen must re-register if he moves from one county to another or fails to vote in two consecutive statewide elections. He must transfer his registration if he moves within the county. If he changes his name, he must file a statement at the Board of Registration or the polling place.



# ALLEN COUNTY COMMISSIONER AND COUNCILMANIC DISTRICTS

Allen County population - 232, 196

Eel River Twp.		Perry Twp.	Cedar Creek Twp.	Springfield Twp.	S c i p i o 430	
1, 432		4, 036	3, 579	1, 875		
Lake Twp.	Washington 12, 608	St. Joseph Twp.	Millan Twp.	Maumee Twp.		
1, 880	Fort Wayne 161, 776	14, 237	1, 942	1, 435		
Aboite Twp.	Wayne 155, 285	Adams Twp.	Jefferson Twp.	Jackson Twp.		
3, 131		18, 428	1, 895	699		
Lafayette Twp.	Pleasant Twp.	Marion Twp.	Madison Twp.	Monroe Twp.		
1, 490	1, 864	2, 326	1, 466	2, 158		

## COMMISSIONER DISTRICTS

### District 1

Milan  
Maumee  
Adams  
Jefferson  
Jackson  
Madison  
Monroe

### District 2

Eel River  
Perry  
Cedar Creek  
Springfield  
Scipio  
Lake  
Washington  
St. Joseph

### District 3

Aboite  
Wayne  
Lafayette  
Pleasant  
Marion

## COUNCILMANIC DISTRICTS

### District 1

Wayne

### District 2

Scipio  
Springfield  
Cedar Creek  
Milan, Monroe

### District 3

Eel River  
Perry  
Lake  
Washington  
St. Joseph

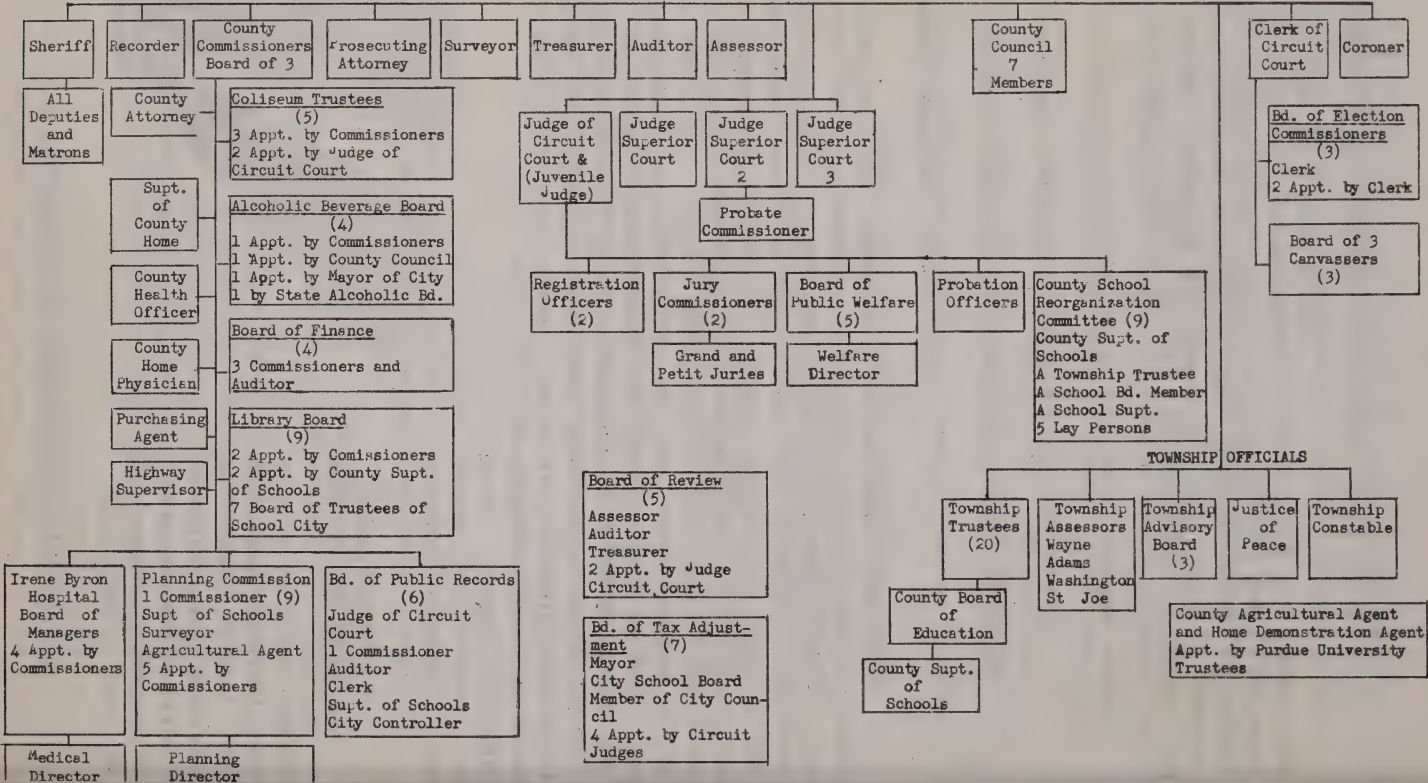
### District 4

Adams  
Pleasant  
Lafayette  
Aboite

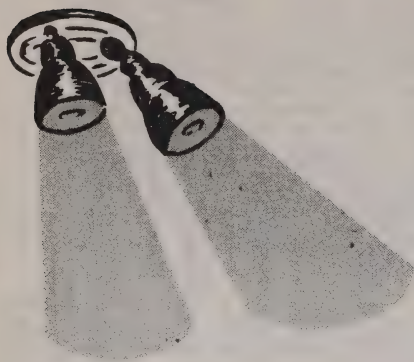
Maumee, Madison  
Jefferson, Marion  
Jackson

# STRUCTURE OF ALLEN COUNTY GOVERNMENT

## VOTERS OF ALLEN COUNTY



# GENERAL ADMINISTRATION



According to state statute, Indiana counties are classified on the basis of population and assessed valuation. Under this classification Allen County is a class two county.

## BOARD OF COUNTY COMMISSIONERS

Allen County is governed by a board of three county commissioners, elected to serve

overlapping three-year terms. There are no qualifications for the office, except that the candidates must reside within the district they represent. Each commissioner receives \$8,000 per year, the entire amount comes out of the county budget. The commissioners are responsible for the administration of all county business. At the beginning of each year, the board selects one of its members as president, one as vice president and the other as secretary. These officers are rotated, one commissioner having no more power than another. The commissioners' office is open daily, Monday through Friday. The board may enact ordinances to meet local conditions and exercise other authority vested in it by the state legislature.

### General functions and powers:

1. Control, supervise and maintain county property.
2. Audit and authorize claims against the county.
3. Receive bids and authorize contracts with the county.
4. Supervise construction and maintenance of roads and bridges, including the power of establishing a cumulative building or sinking fund (with approval of county council) to provide funds for building and repair of bridges and including the power of authorizing the preparation of maps of county roads.
5. Exercise the county's power of eminent domain.



6. Perform certain election functions, including the establishment of precincts and provision of polling places and necessary equipment.
7. Appoint county officials as authorized by law, including department heads of highway, institutional power plant, purchasing, county home, court house custodial; also appoints the Irene Byron Hospital Board, County Attorney, Health Officer, physicians for county home and jail.
8. Fill vacancies in case of death or disqualification of certain elected officers.
9. Prepare the commissioners' budget, the court house budget and approve and stamp all budgets submitted (approximately 45) to the County Council.
10. Fill vacancies in township offices.
11. Issue bonds or notes in connection with borrowing money for construction or repair of county buildings or other county needs subject to approval of the county council.
12. Supervise admission of indigent or contract persons to county home upon application by township trustees.
13. Authorize warrants drawn by auditor excepting those of the welfare department.
14. Appoint appraisers for acquiring of land.
15. Audit books of County Treasurer and County Auditor.
16. Authorize County Treasurer to pay specific bounties and reward money for arrests.
17. Alter water courses within limits of county.
18. Establish parks within the county in cooperation with city or with other counties for joint parks.
19. Establish war memorials, provide for erection of historical markers.
20. Provide for burial of veterans, members of the armed forces and their spouses, a maximum of \$100 being allowed.



## HIGHWAY DEPARTMENT

The Highway Supervisor is appointed by the County Commissioners. He must have an engineering degree or have had seven years of supervisory highway experience. The salary is \$8,000 per year. He is responsible for maintenance and repair of highways, bridges and culverts of all county roads and for fixing load limits. The Commissioners have the power to set speed limits. The county does not build roads. Newly established roads or streets must be built by persons laying out additions or owners of property adjacent to the road. Certain standards must be met for acceptance of roads and streets into the county system for future maintenance.

No personal or real estate tax money is used for roads. However, a five-cent cumulative bridge fund is included in the real estate and property tax rate. Funds are derived from the state gasoline tax and sale of license plates. The State Highway Department receives 53%, counties 32%, cities and towns 15%. Connecting roads that service population centers may qualify for federal aid. Such aid is allocated on the basis of population and mileage in the county from a total fund allowed to the state. Federal funds must be matched on a 50-50 basis. Allen County has 1,560 miles of county roads.

## COUNTY SURVEYOR

The Surveyor is elected for a term of four years with no restrictions on re-election. His base salary is set by state law. In addition he receives \$1 per mile of certified ditches; \$2 per

mile if he is a registered engineer. The county has 1,900 miles of ditches. The surveyor receives a total salary of \$11,000 per year.

The Surveyor's duties are to survey and keep records of all section corners and supervise all civil engineering work. When petitions for ditches are filed and approved by the court, he makes all necessary surveys and estimates costs and assessments. Construction and maintenance is paid for by persons owning land in the affected watershed, and assessments are on the basis of benefits received. The Surveyor establishes the highway department's responsibility for financial participation in any drainage project.

## COUNTY RECORDER

The Recorder is elected for four years and cannot serve more than eight years within a 12 year period. There are no specific qualifications for the position. The salary of \$11,000 is set by state law. His chief function is to preserve public records, including deeds, mortgages, liens, leases, articles of incorporation, Army and Navy discharges, etc. Public and county records are photostated in this office. Fees charged are set by state law. These fees represent the largest amount of money (except tax money) turned into the general fund.

## COUNTY ATTORNEY

The County Attorney is employed and his salary fixed by the County Commissioners and approved by the County Council. His chief duty is to give legal advice to the County Council, the Commissioners and to other county officers as to their powers and duties and to handle litigation to which the county commissioners are a party. His salary is \$6,000 plus a \$300 expense account.

## CLERK OF THE CIRCUIT COURT

The Clerk, generally called the "county clerk," is elected for a four-year term and cannot serve more than eight years within a period of 12 years. There are no specific qualifications for this office. His salary of \$15,000 per year is set by state law.

### Duties of the Clerk:

1. Serve as clerk of the Circuit Court and all other county



courts.

2. File records and enter all orders pertaining to civil matters.
3. Attend all sessions of the court (or send a deputy).
4. Be responsible for issuance of letters testamentary, letters of administration, guardianship and the recording of wills, inventories of estates, inheritance tax orders, etc
5. Be a key election official; (see Political Organizations.)
6. Issue marriage licenses; hunting and fishing licenses and all other licenses or certificates to practice medicine, surgery, dentistry, optometry, nursing and other professions upon the presentation of certificates from state-approved examining boards.
7. Receive and pay out all support monies in dependency cases and serve as custodian of trust funds held in escrow under court order.
8. Receive applications for birth certificates as established by law.
9. Supply notary public and power of attorney applications.

## PURCHASING AGENT

The Purchasing Agent is appointed by the County Commissioners and his salary is fixed by the County Council. There are no qualifications for this office. He receives \$4,680 per year. He is responsible for the purchase of supplies and equipment in amounts of \$1,000 or less. Purchases of materials or contracts involving labor in amounts of more than \$1,000 are made by the commissioners after receiving sealed bids in reply to publicly advertised invitations for bids. No materials or supplies which are paid for by county funds may be purchased or contracted for by anyone except the Commissioners or persons authorized by them.

## BOARD OF PUBLIC RECORDS

The Board of Public Records consists of the president of the Board of County Commissioners, County Auditor, County Clerk, County Superintendent of Schools and Controller of the City of Fort Wayne. The Judge of the Circuit Court is an ex-officio

member.

The duties are to determine:

1. Where valuable or usable records should be filed.
2. What records are no longer of official or historical value.
3. How records of no further value shall be disposed of or destroyed.

None may be destroyed for at least three years from the time they are actually filed, and financial records may not be destroyed before an audit is made by the State Board of Accounts.

## ALLEN COUNTY PLAN COMMISSION

The Commission, established in 1960, promotes and plans the orderly development of the county area, provides that subdivisions have adequate drainage and proper layout, provides for concentration of the business and industry in suitable locations and encourages better agricultural land to remain in agriculture. The Commission is composed of one Commissioner, County Superintendent of Schools, Surveyor, agricultural agent and five resident citizens (not more than three from the same political party) who are appointed by the County Commissioners. There is also a 25-member lay advisory committee appointed by the Commissioners. The zoning ordinance establishes residential, agricultural, commercial and industrial sites throughout the county outside of Fort Wayne. The subdivision ordinance sets requirements for platting subdivisions. Violations constitute a misdemeanor and injunctive relief in case of violation of land use or building can be produced through the circuit or superior courts. The full-time director is paid \$8,840 per year. There is a Board of Zoning Appeals.

## ALCOHOLIC BEVERAGE BOARD

The board is composed of four members; one appointed by the County Commissioners; one by the County Council; one by the Mayor of Fort Wayne and the fourth by the State Alcoholic Beverage Commission. Their compensation, except that of the state appointee, is \$120 per year plus \$2 from the state for every application over 40 checked. This includes renewals. This board's function is to check and pass upon applications for licenses to sell alcoholic beverages at retail within the county.

## IRENE BYRON HOSPITAL

Irene Byron is a county-owned tuberculosis sanatorium, offering complete care for those ill with tuberculosis. In addition to Allen County it serves 34 other counties who enter into financial contracts with the County Commissioners of Allen County for the admittance of their tuberculosis patients. The state pays \$1.50 per day per patient cared for in county-owned sanatoriums.

The hospital is managed by a board of four who serve four-year terms. They are appointed by the Allen County Commissioners and receive no remuneration for their services. Two must be licensed and practicing physicians and not more than two may be adherents of the same political party. The board selects a physician as medical director. He is assisted by three physicians, a director of nurses and six supervisors who are registered nurses. The remaining staff members are nurses aides and orderlies. The hospital can accommodate 283 patients.

## ALLEN COUNTY MEMORIAL COLISEUM

Management of the Coliseum is vested in a board of five trustees, appointed on a non-partisan basis for the term of four years. Two are named by the Circuit Court judge and three by the County Commissioners. They serve without remuneration. Although all contracts for purchases must be let by the County Commissioners, the board has wide discretion in its operation. The trustees employ a manager and a building manager, who, with the advice and direction of the board, employ other personnel. The manager is paid \$11,000 per year. The budget is submitted annually to the County Council and the County Auditor audits the books. Since it began operations the Coliseum has been practically self-sustaining.

## ALLEN COUNTY EXTENSION SERVICE

The Advisory Committee of the Allen County Extension Service has approximately 40 members headed by a nine-member executive committee. They serve one year and are appointed by their respective organizations such as home demonstration clubs, the Farm Bureau, 4-H and other service groups throughout the county. The staff consists of the county agent, who receives \$10,165 per year, of which the county pays \$4,865; two assistant county agents; one home demonstration agent, who receives \$7,785 annually, of which the county pays \$3,385; two assistant home demonstration agents and a consumer informa-



ion agent. These agents (with the exception of the last mentioned) are appointed by the Board of Trustees of Purdue University, upon recommendation of the President of the University, under qualifications of the State Agricultural Extension Service Board and subject to approval of the Allen County Agricultural Extension Committee. All staff members must be graduates of colleges of agriculture or home economics and have done graduate work. The budget is financed by federal, state and county on a matching basis. The Consumer Information program is handled by an agent employed by the Federal Government.

## ALLEN COUNTY HOME

The Allen County Home, located on the Lima Road just north of the city, is maintained by the county under the direction of a superintendent and a matron who are appointed by the County Commissioners. They are paid \$4,000 and \$2,000 per year, respectively, and receive maintenance. The home is under the supervision and inspection of the State Health Department and has been approved. Residents are primarily the indigent, the homeless and those needing long-term bed care. In 1955, the General Assembly passed legislation permitting admission of private contract patients and authorizing the County Commissioners to set suitable rates per department.

Admission for residence is obtained through the trustee of the township in which the applicant has lived at least one year. Preliminary investigation is made by the trustee and recommendations are then made to the County Commissioners who approve or disapprove all applications. Placement is then made in one of the three departments depending upon the applicant's need.

In the ambulatory department the applicant must be able to care for himself. There are 136 beds for men and 80 for women. There are two supervisors for each division. Day room, recreation rooms, handicrafts and chapel services are available. The rate is \$90 a month.

The custodial department has 32 beds for men and 27 for women. There are two supervisors for this division. The rate is \$110 per month.

The hospital department contains 150 beds. Simple bed care is provided, but there are no extra nursing services. There are 42 nurses aides and three licensed practical nurses for three eight-hour shifts. One registered nurse is employed but

no pharmacist. If a patient requires special treatment, drugs, hypodermics or oxygen, he is transferred to a local hospital. A part-time physician is appointed by the County Commissioners. He makes three visits to the home a week and comes on call. His appointment is for one year and his salary is \$8,000 per year. The rate in the hospital section is \$125 per month for patients who receive Old Age Assistance or welfare money, \$150 per month for private or contract patients.

Township trustees pay a maximum of \$43 per month per patient for care of any dependent. The cost per patient is about \$3 per day. Presently the home is receiving funds from such sources as Veterans Administration, Social Security, Railroad Retirement and Old Age Assistance for approximately 125 residents.

Township welfare accounts for about 110 residents and approximately 75 are on some sort of private financial basis. If space is not available, the township trustee must place indigent patients who need care in private nursing homes until a place is available in the home.

## POWER PLANT AND LAUNDRY

The county owns two power plants. One, located on the Lima Road, provides heat and light to the Allen County Home, Children's Home and Irene Byron Hospital. The laundry services the three institutions. The plant down town provides heat and lights for the armory, jail, court house and highway barns. The superintendent is employed by the County Commissioners. His salary is \$6,400 per year.

## PRINTING DEPARTMENT

A printing office is maintained by the county. It is operated on a part-time basis and prints small forms and supplies for the various county offices.

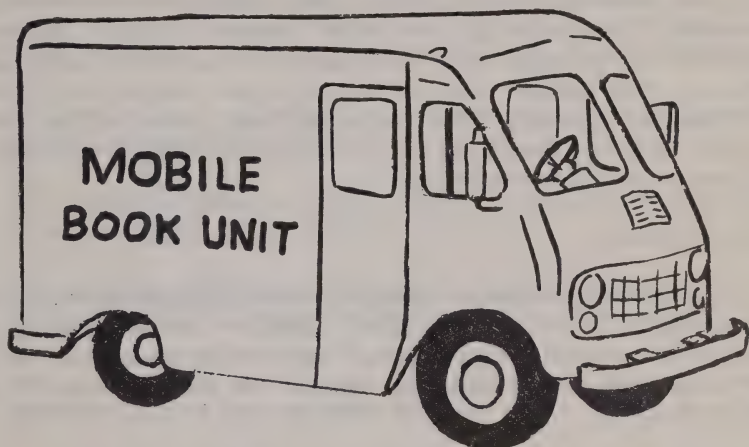
## JOHNNY APPLESEED MEMORIAL PARK

In 1934, the Johnny Appleseed Memorial Commission was established to maintain the burial place of John Chapman, who died in Fort Wayne in 1845. In 1947, the site of the grave and adjoining property, located directly south of the Allen County Memorial Coliseum, was deeded to the county by Mr. and Mrs. William T. McKay, to be used as a memorial park. The County Council provides an annual budget of \$1,600 for upkeep and

maintenance. The park is administered by four commissioners, three appointed by the County Commissioners and the fourth being the member of the City Council from the Second District.

## HISTORICAL SOCIETY

Funds for the maintenance of the Allen County Historical Society are received from the county and from membership dues. The board, elected from the membership, employs a curator and necessary staff. The curator is paid \$6,480 per year. The Fort Wayne Park Board maintains the museum grounds.



## PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY

### BOARDS

Two library boards govern the general policies of the library. One is the Public Library Board of Fort Wayne, consisting of the members of the school board of the Fort Wayne Community Schools. This board is responsible for all municipal services of the library (within the corporate limits of the city). Time is given a each monthly school board meeting for discussion of library matters and approval of expenditures. The other board is called the Public Library Board of Allen County. This board consists of four members who serve overlapping terms of four years. Two members are appointed by the County Superintendent of Schools and two by the County Commissioners. They are responsible for library service outside the city. There are no qualifications for appointment and no compensation for members of either board. The boards meet separately to carry on necessary business, and jointly when called by the head librarian.



## ADMINISTRATION

The library is administered by a head librarian appointed by both boards. He has no contract; he may be dismissed at any time. He receives a salary of \$12,750 per year. He must be certified by the State Board of Library Certification. Certification includes the qualifications of a master's degree in library science and a minimum of six years administrative experience.

## FINANCES

The head librarian prepares two budgets: one for the city services, approved by the Fort Wayne Library Board, and another for county services, approved by the County Library Board. Both budgets are reviewed by the County and State Tax Adjustment Boards. Two separate tax rates are levied: one by the civil city residents and the other for those residents within the county outside the city.

## FACILITIES

The library facilities include: Four branches in Fort Wayne; 14 branches in the county (10 of which are in the high schools); eight deposit stations with small collections of books; six bookmobiles, four in the city and two in the county, with 267 weekly stops.

# FINANCIAL ADMINISTRATION

The financial control of the county is placed in the County Council which is charged with the responsibility of appropriating all funds for use by the county and all of its officers and with establishing the county tax levy subject to the approval of the County Tax Adjustment Board and State Board of Tax Commissioners.

## COUNTY COUNCIL

Seven members serve on the County Council. The county is divided into four council districts, from each of which one councilman is elected. Three are elected at large. The term of office is four years with no restrictions on re-election. There are no qualifications for this office except residency requirements. Members receive an annual salary of \$240 plus an additional salary of \$25 per day for each day in attendance at any meeting of the County Council. At the annual budget meeting, which convenes the first Tuesday after the first Monday in Sep-

member, a presiding officer and a presiding officer pro tem (president and vice president) are chosen. Special meetings may be called by the auditor or by a majority of the members of the council. Functions and powers of the council:

1. Power to fix rate of taxation for county purposes and to impose tax levy.
2. Exclusive power to make appropriations to be paid out of county treasury.
3. Adopt annual budget after reviewing all department budgets which must be submitted through County Auditor, and, also the power to lower but not to raise requests.
4. Exclusive power to authorize and borrow money for county within constitutional limits.
5. Fix, within statutory limits, compensation of officials and deputies appointed by county officers.
6. Appropriate additional funds at a special meeting in case of emergency, if approved by two-thirds vote of its members.
7. Re-appropriate or transfer funds.
8. Authorize sale, conveyance or purchase of any real estate by or for the county of value of \$1,000 or more.

## COUNTY BOARD OF TAX ADJUSTMENTS

The board is made up of seven members; not more than four may be from the same political party. One is appointed by the County Council from its membership; one is the Mayor of Fort Wayne or his appointee; one is a member of the Fort Wayne Community School Board; and four are appointed by four judges of the county who must make two appointments from each political party. These last four appointees are paid \$12 per day for each day served.

The board is charged with examining, revising, changing or reducing, but not increasing, budget appropriations and tax rates of the county, the townships, civil city and civil towns and school corporations. Any revisions or reductions are limited to budget classifications, not separate items. Statutory rate limitations are \$2 for each \$100 of taxable property within in-

corporated cities or towns and \$1.25 outside. Tax levies required for debt service and welfare are excluded from these limitations. Supposedly the County Tax Board should reduce the tax rate to these limits. If it is necessary to go above the limitations, the budgets are appealed to the State Board of Tax Commissioners. Under present conditions, all tax levies have been higher than the limits and State Board approval has become the general practice.

The total amount of county indebtedness may not exceed 2% of the assessed valuation of the county, less the total of all mortgage exemptions.

## COUNTY BOARD OF REVIEW

The five-member board is composed of one Democrat and one Republican appointed by the Judge of the Circuit Court, the County Assessor, County Treasurer and County Auditor. They meet for 40 days, beginning the first Monday in June of each year. In appraisal years the term is longer. The two appointed members each receive \$12 per day. The board's duty is to equalize the valuation of various classes of property assessed by the township or other taxing units. Taxpayers who cannot come to an agreement with the assessor may present their cases to this board. It may increase or decrease assessments but only in order to bring them in line with true cash value.

## ACCOUNTING AND AUDITING

By law, the County Commissioners audit the books of the Treasurer and Auditor and examine all warrants redeemed by the Treasurer and turned over to the Auditor. In addition, the State Board of Accounts audits and examines the accounts and records of all departments.

## COUNTY AUDITOR

The County Auditor is elected for a four-year term and cannot serve more than two consecutive terms. His salary is \$15,000 per year and there are no qualifications for the office. Statistical and financial duties of the auditor:

1. Serve as clerk of the Board of County Commissioners, County Council and as secretary of the County Board of Review.
2. Keep annual tax duplicate and tax delinquency lists.



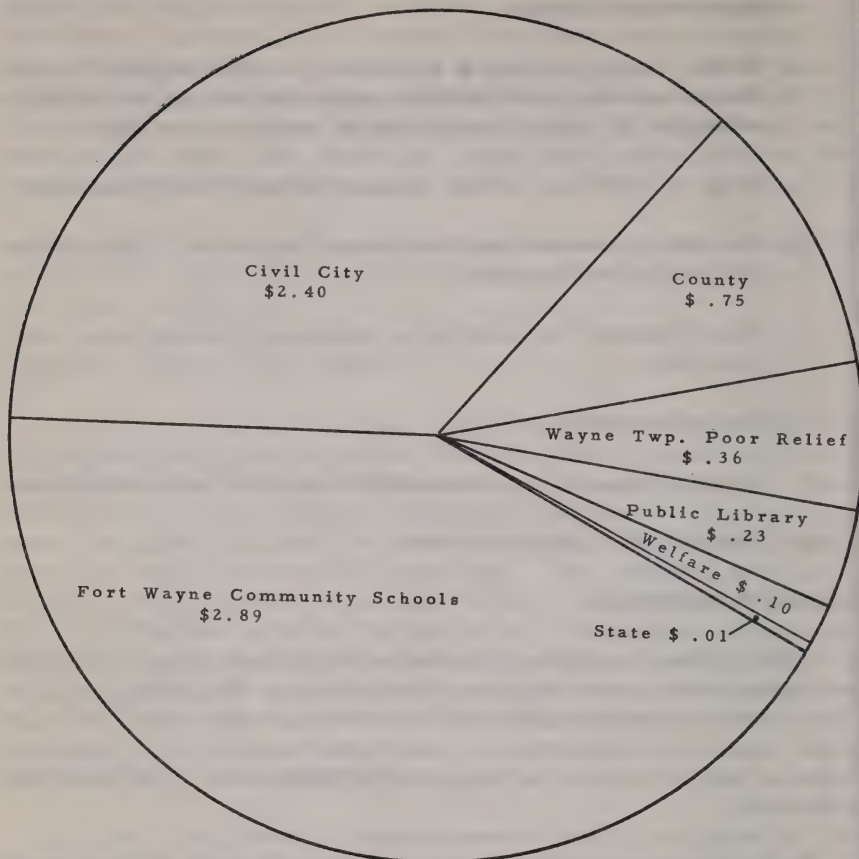
3. Distribute tax funds to governmental agencies for which they were collected.
4. Write and sign checks authorized by the County Welfare Board and keep available for public inspection the monthly schedule of county recipients of welfare benefits.
5. Keep a debit and credit account of each civil township.
6. Compile a financial and statistical report of Allen County at the end of the year.
7. Issue licenses for carnivals, circuses, horse-drawn vehicles, etc.
8. Keep plat books.
9. Accept requests for exemptions as previously explained.
10. Pay all bills for the county.

## COUNTY ASSESSOR

The County Assessor is elected for a four-year term with no reservation on re-election. His salary is \$14,500 per year. There are no qualifications for this office. The assessor functions under the direction of the State Board of Tax Commissioners and is subject to removal by that board. Duties of the assessor:

1. Serve as advisor and instructor to the township assessors and review returns made by them.
2. Appoint township assessors (should vacancies occur) with the approval of the State Board of Tax Commissioners.
3. Serve as president of the County Board of Review and appraise estates for the administration of inheritance tax laws.
4. Make a re-appraisal in the Township every <sup>8</sup>six years.

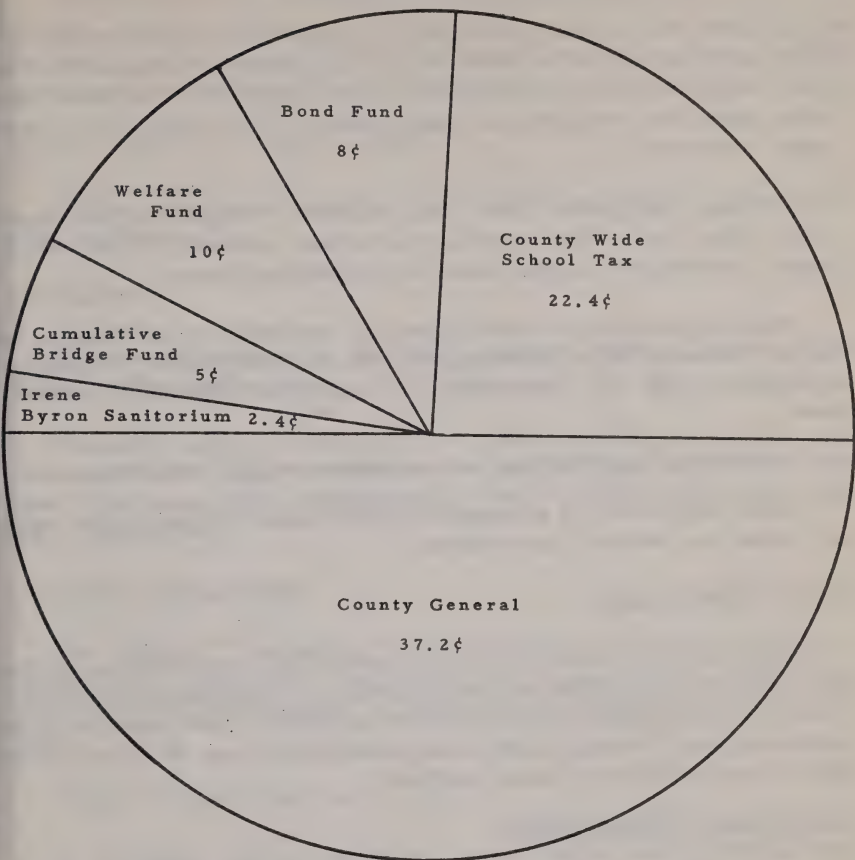
TAX RATE PAYABLE 1962 - \$6.74



Division of each Tax Dollar

State	\$ .01	\$ .0015
County	.75	.1113
Welfare	.10	.0149
Twp. Poor Relief	.36	.0534
Civil City	2.40	.3560
Schools	2.89	.4288
Library	.23	.0341
Total	\$6.74	\$1.00

# 1962 DIVISION OF COUNTY RATE



## Rates

County General Fund	\$ .372
County Wide School Tax Fund	.224
Bond Fund	.08
Welfare Fund	.10
Irene Byron Sanitorium Fund	.024
Cumulative Bridge Fund	.05
Total	\$ .85



# TAX ASSESSMENT

In 1959 the general assembly provided that a personal property tax manual be written for the guidance of assessors; that real and personal property be taxed at 33 1/3% of true cash value, that real property be reassessed in 1961 and every eight years thereafter.

Personal property falls into several categories, the main ones being household goods, trucks and trailers, farm equipment, merchants' inventories and plant machinery.

Farm equipment and machinery is assessed according to the 'book' value or on a percentage of its current value. However, equipment may not depreciate to less than 30% of its original cost.

Merchants' inventories are assessed at 1/3 the cost.

Plant machinery is assessed at cost minus depreciation value as shown on federal tax returns.

## TAX EXEMPTIONS

Government property for all levels of government, public school lands, buildings and lands used for educational, literary, scientific, religious or charitable purposes are exempt from property tax. Formal claims for exemption must be filed every four years with the County Auditor.

## MORTGAGE EXEMPTIONS

A mortgage exemption for not more than \$1,000 is granted if the exemption is not more than half the taxable value of the property and if the mortgage is at least equal to \$1,000. A fee of 50 cents is charged individuals for filing a mortgage exemption in the auditor's office. Mortgage companies pay no fee when exemptions are filed in packets of 25 or more.

## VETERANS' EXEMPTION

Disabled veterans are allowed exemptions as follows:

- \$1,000 exemption for 100% non-service connected disability
- \$3,000 exemption for 100% service connected disability
- \$2,000 exemption for 10% or more service connected disability

These exemptions apply to both real and personal property and widows of veterans are entitled to the same exemptions as long as they remain unmarried.

## OLD AGE EXEMPTIONS

A \$1,000 exemption applies where the applicant is 65 years of age or older and his income is \$2,250 or less; limits the assessed valuation to \$5,000 including pensions, rentals, social security, etc. and stipulates the owner must live on the property.

## EXEMPTION FOR THE BLIND

A blind person is entitled to a \$1,000 exemption under certain conditions.

## PAYMENT

All exemptions must be filed between March first and the first Wednesday in May.

Property taxes are paid to the County Treasurer in May and November each year and failure to pay is punishable by a 10% fine. The taxes after collection go into the general county fund for distribution.

## COUNTY TREASURER

The County Treasurer is elected for a four-year term and cannot serve more than two terms within a 12 year period. His salary is \$15,000 annually. There are no qualifications for this office.

### Duties of the treasurer:

1. Collect, retain custody of and disburse county funds when authorized by warrant drawn by the Auditor and approved by the County Commissioners - this does not apply to recipients of aid from the County Welfare Department.
2. Collect local and state general property and poll tax for all governmental units of the county.
3. Collect inheritance tax, intangible stamp tax, intangible tax on capital stock and deposits of banks and trust companies; intangible tax on capital stock and surplus of building and loan associations - 1% of net amount collected for the sale of intangibles stamp is deposited in the county general fund.
4. Send each tax payer a statement of taxes owed.

Taxes become delinquent if installments due are not paid by

the first Monday in May and the first Monday in November. An 8% penalty is added for delinquency. Real estate on which taxes have not been paid for 15 or more months is sold at public auction at the east door of the court house on the second Monday in April. Personal and public notice must be given before such property is offered at auction. No such procedure is followed for delinquent personal property tax. All personal and poll taxes must be paid in order for an automobile owner to purchase license plates.

## COUNTY BOARD OF FINANCE

The County Board of Finance includes the County Commissioners, County Treasurer and County Auditor, who serves as secretary and as such, designates distribution of all funds to the eight banks in Allen County according to their deposits.

## COUNTY SUPERINTENDENT OF SCHOOLS

The County Superintendent of Schools is elected for a four-year term by the County Board of Education, which is composed of the 20 township trustees of Allen County. His salary of \$11,500 is fixed by a majority of the board, as are the salaries of members of his staff. He serves as chairman of the board, and the County Treasurer serves as the board's treasurer.

The budget for this office is included in the county general levy paid equally by all residents of the county, including the civil city of Fort Wayne. Nearly one-third of the cost of this office is paid from state funds. In the County Commissioners' budget is an item of \$13,265 for city attendance officers in whose office all work permits for the county are issued.

The schools under the jurisdiction of the County Board of Education are known as the Allen County Schools and include all the school corporations in the county except the Fort Wayne Community Schools and the New Haven Public Schools. (These two corporations include all of Wayne, Washington, St. Joseph and Adams townships).

The County Superintendent of Schools performs administrative, supervisory and judicial functions. These duties are:

1. Serves as agent of the state, collecting, compiling and forwarding reports from trustees to the state department of education; and interpreting and conveying edicts from the state to the trustees.



2. Interviews prospective teachers and examines their credentials, licenses, experience and references.
3. Keeps complete records of all county teachers and certifies their experience and additional credits toward further degrees.
4. Assures approved courses of study, helps select approved textbooks and arranges for their purchase and rental and conducts teachers' institutes.
5. Advises on all school functions, equipment, finance and budget preparations.
6. Hears the appeals of patrons and pupils from decisions of the trustees.

The Superintendent is a member of the Board of Public Records and the County Plan Commission. He appoints two members to the County Library Board.

## COUNTY COURTS AND LAW ENFORCEMENT

The State of Indiana is divided into 85 judicial circuits, each of which has a circuit or "county court" presided over by a judge. While most circuits conform to the boundaries of the county, some circuits consist of two counties.

### ALLEN COUNTY CIRCUIT COURT

Allen County is the 38th Judicial Circuit. The Superior Courts handle most of the civil cases, so the docket of the Circuit Court is occupied principally with criminal matters. However, since Allen County does not have an especially created juvenile court, the Circuit Court has juvenile jurisdiction and when in session on juvenile matters it is referred to as Juvenile Court.

### JUVENILE COURT

Juvenile jurisdiction extends to all cases of delinquent, dependent and neglected children under 18 years of age and to paternity cases. Juvenile and welfare cases are handled on a year-round basis.

## COURT TERMS

Sessions of the Circuit Court are divided into four terms starting in September, November, January and April. The Circuit Court, as a criminal court, recesses from June 21 to the first Monday after Labor Day.

## PROBATION DEPARTMENT

Allen County has seven probation officers and assistant probation officers who are appointed by the Circuit Judge. They are classified as "certified probation officers" by virtue of a state board examination. There are no specific qualifications for the position. The officers work closely with the Juvenile Judge in the disposition of juvenile cases. In addition, the department does adult probation work for the criminal cases of the circuit court. The Juvenile Judge may ask for an appropriation of money for support of private agencies such as the Fort Wayne Child Guidance Center, Inc.

## SUPERIOR COURTS

Allen County has three Superior Courts. Superior Courts I and III have concurrent jurisdiction, both original and appellate, with the Circuit Court in civil matters. The four sessions of Superior Courts begin the second Monday in January; the first Monday in April; the second Monday in September and the second Monday in November.

Of the more than 1,000 divorce cases filed each year, virtually all go to Superior Court I and III, the bulk of the county damage suits and a long list of other civil actions. These two courts also handle commitments under mental health laws, petitions for writs of habeas corpus and alcoholic commitments.

Superior Court II is unique in that it holds exclusive jurisdiction in probate and estate matters, guardianships, adoptions and related affairs. Since virtually every step in probate and estate matters must be approved by the court, its work becomes very detailed. Consequently a Probate Commissioner is provided by law for the court. He reviews the details and background of probate matters before formal action is taken by the judge. His salary is \$5,800 per year.

# COURT PROCEDURE

## JUDGES

All judges in Allen County are elected. The term of the Circuit Court judge is six years and the terms of the Superior Court judges are four years. The Judge of the Circuit Court makes appointments to several important county administrative board positions. He also has the power to request from the governor the use of state police to maintain order in an emergency. His salary is set by state law.

## CHANGE OF VENUE

An attorney may ask for a change of venue from the judge of the court when the proper grounds exist. Out-of-town judges are allowed necessary expenses and \$10 per day if they are residents of the county and \$20 per day if they are not. A judge may designate a "judge pro tempore" if for any reason he himself is unable to serve. Since this is considered an honor, the pro tempore judge serves without pay. At present they are required either to be members of the state bar or previously to have acted as a judicial officer of the state or one of its municipalities.

## JURORS

The Judge of the Circuit Court appoints two citizen freeholder residents of the county, one from each political party, as jury commissioners. These commissioners select and deposit in a box the names of twice as many persons as will be required by law for grand and petit jurors in the courts of the county at the beginning of each term of court. Selection is made as nearly as possible in proportion to the population of each County Commissioner's district.

To be qualified as a juror, either grand or petit, a person must be a resident voter of the county and a freeholder or householder, or the spouse of a householder. Any person shall be excused who is over 65 years of age if he so desires. The names so chosen are placed in a locked box and turned over to the Clerk of the Circuit Court.

From the box submitted to him by the Jury Commissioners, the Clerk must draw, at the beginning of each term, six names which constitute the grand jury for that term of the Circuit Court and 30 names for each of the petit juries for the Circuit



and Superior courts. The summons for jury duty is now served by registered mail with return receipt requested.

Jurors are paid \$7.50 per day while in actual attendance and receive 10 cents for each mile necessarily traveled in going to and from court. Any prospective juror summoned who reports on the specified day is considered to be in attendance even though he does not actually serve. (Petit jurors of municipal and city courts receive \$5 per day and five cents per mile).

## GRAND JURY

The Grand Jury is charged with inquiring into all cases of persons imprisoned and not indicted, of persons out on bail and not indicted, of public officials involved in misconduct and of violations of criminal laws. The prosecuting attorney must ask for grand jury indictment in the case of murder. Also the grand jury is charged with the inspection of county properties. The foreman of the jury is designated by the Judge of the Circuit Court and the secretary is elected by the jury. The term of a grand juror is the term of the Circuit Court for which he is drawn and he serves as called.

## PETIT JURY

A petit jury hears all cases when a jury trial is requested in either criminal or civil cases. In each court, each of the 30 persons whose names have been drawn are on call for the term of the court which is 10 weeks in the Superior Courts and slightly less than 10 weeks in the Circuit Court. Of the 30 drawn, 12 persons are selected to serve for each case.

## OFFICERS OF THE COURT

Reporters of the courts are appointed by the judges. They are required to take the oral evidence given in all cases and to note all rulings of the judge and the objections thereto and write out the instructions of the court in jury trials. Bailiffs also are appointed by the judges. They set the dockets, keep order, and open and close sessions. A Pauper Attorney is appointed by the Judge of the Circuit Court to represent persons who cannot afford to hire counsel in criminal matters. He must be a member of the bar. His salary is \$4,000 per year.

## PROSECUTING ATTORNEY

One prosecutor is attached to each of the judicial circuits in

Indiana. He is elected for a four-year term and must have been admitted to the state bar. He receives \$11,000 from the state and \$1,000 from the county per year. He prosecutes violators of state criminal laws and represents the state in all criminal actions (whether present or not). He has little jurisdiction in civil matters. When a person pays a fine, he also pays prosecutors' fees, usually \$10. Of this amount \$6 goes to the county general fund and \$4 to the state general fund.

## CORONER

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The Coroner is elected for a four-year term. There are no specific qualifications for the position. However, if the Coroner is a licensed physician his salary is one and one-half times the base salary of \$5,000 per year. His chief duty is to hold inquests to determine the manner of death in cases involving violence or accident and to file reports of such deaths with the Clerk of the Circuit Court. He has a budget out of which he must pay a clerk and local pathologists for post mortem fees. He is not furnished an office and at present shares office space with the physician at the county jail. The law provides that the Coroner also may act as a peace officer in the absence of other qualified officers. He is the only county official who may arrest a sheriff.

## SHERIFF

The Sheriff is elected for a four-year term and is prohibited from serving more than eight years within a 12 year period. There are no qualifications for this position. He is paid \$15,000 per year and receives maintenance. He is the principal peace and law enforcement officer of the county; he is responsible for patrolling all roads in the county outside city limits, for making criminal investigations, making arrests on warrants, serving processes (such as subpoenas and summons), enforcing judgments and all other orders of the Allen County Courts and for conveying committed persons to institutions. Every civil paper served must be docketed both in the courts and in the Sheriff's office. Since his salary is set by law in lieu of fees, the county is required to purchase and maintain his cars. The Sheriff's department provides a river patrol and safety training program for children.

## COUNTY JAIL

The county jail is managed entirely by the Sheriff. He is responsible for the boarding of prisoners, including those held

on federal charges and is allowed a per diem amount not to exceed 35 cents per meal. The budget for the jail which he submits to the County Council includes this amount as well as the other operating costs. A physician and dentist serve the jail on a part-time basis. The matron (who is the wife of the Sheriff) receives \$2,880 and maintenance.

## SOL A. WOOD HOME

Boys and girls from 10 to 18 years of age are kept here for periods of a few days to a few weeks pending the disposition of their cases in court. Approximately 60 children a month are housed. The Judge of the Circuit Court appoints the superintendent who receives \$4,500 per year and maintenance.

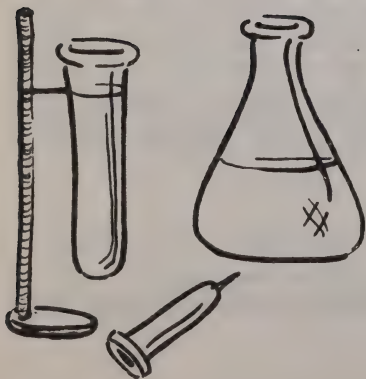
## LAW LIBRARY

The Allen County Law Library on the third floor of the court house has some 12,000 volumes. It was started at the turn of the century when the present court house was erected. Judges and lawyers, mainly, use its volumes of court reports, decisions, text books and findings. The library operations are directed by a board of attorneys and supervised by a full-time librarian whose salary of \$3,360 is included in the court house budget. Five hundred dollars is allowed annually by the county for the purchase of books.

# HEALTH DEPARTMENT

## ADMINISTRATION

The County Health Officer is appointed and employed by the Board of County Commissioners for a term of four years. He must be a licensed physician and approved by the State Board of Health. This position is not full time and the salary is \$3,600 per year. The county provides office space. His chief function and duty is to enforce health laws in the county outside of Fort Wayne. He also:





1. Collects and records vital statistics, which according to state law must be kept in his private office. A legislative mandate in 1907 ordered the keeping of accurate birth and death records; Allen County has kept records since 1880. A charge of 50 cents is made for a copy of a birth or a death certificate if called for, \$1 if requested by mail. Persons entering the armed forces may obtain birth certificates without charge. The health officer is permitted by law to retain such fees.
2. Makes sanitary inspections and surveys of all public buildings and institutions.
3. Supervises the County Sanitation Department.
4. Supervises the County Nursing Service.
5. Isolates and quarantines all communicable diseases. An isolation hospital on the Lima Road is not in use at present. It is rented out for \$45 per month. The money goes into the general fund.

## SANITATION DEPARTMENT

Allen County has one sanitary engineer and three public health sanitarians. Their duties are:

1. Approve private and public water supplies and sewage disposal systems.
2. Inspect schools, public buildings, tourist camps and food handling establishments; issue applications for health certificates for food handlers; restaurant permit fees, county dump fees and sewage installation fees are all paid at the Auditor's office and are turned into the general fund.
3. Investigate communicable diseases, rodent control problems and general sanitation. River and swimming pool tests are made upon request. Lab work is done by the State Board of Health or in case of an emergency by local technicians or the city laboratory who are reimbursed.

## COUNTY NURSING SERVICE

Public health nursing includes all nursing services organized by the county to assist in carrying out all phases of the public health program. Services are rendered on an individual, family

or community basis in the home or the school. There are three nurses and a supervisor working full time who are graduates of accredited schools of nursing, registered and trained in the field of public health nursing. The Allen County Nursing Service, under the direction of the health officer, provides:

1. Bedside care in the home for all medical, surgical and maternity patients regardless of financial ability - this service is provided when requested, without charge and upon referral of physicians.
2. Control of communicable disease; nurses and doctors report and check out diseases and stress immunization in the schools.
3. Special treatment for welfare persons crippled by accident or disease.
4. Visiting nurses to all county public and parochial schools making periodic visits and annual dental inspections and visual screening tests - (public schools are visited once a week and parochial schools once every two weeks).
5. Aid in health supervision of infants, pre-school children and school children. Anyone desiring this service must obtain a physician's referral.

The nurses are furnished with county-owned cars to be used for calls made while on duty.

The county does not maintain a clinic or furnish vaccines and medicines to persons financially unable to purchase them, but the City Clinic is available and the county reimburses the city for such services.

## DEPARTMENT OF PUBLIC WELFARE

### ADMINISTRATION

The Allen County Welfare Department is administered by a bi-partisan board of five members appointed by the Judge of the Circuit Court. One member must be a Township Trustee and two must be women. They serve four-year staggered terms. This is a voluntary service. They are assisted by a public relations committee, medical technical committee, pharmaceutical committee and a dental committee.

The County Welfare Board appoints a director from an eligibility list certified by the Indiana Personnel Board. His salary is set within the range established by this board, the Allen County Welfare Board determining the exact amount. He serves as secretary to the board as well as its administrative officer. His salary is \$7,740 per year. A degree in social work is not required for this position.

## STAFF

The director, with the approval of the Welfare Board, appoints from the eligibility list such assistants as needed for carrying on the welfare program in Allen County. Allen County residents are given first consideration, and the salary is set within the salary range adopted by the Indiana Personnel Board and approved by the State Budget Committee and the Allen County Council. A degree in social work or a college degree is not required for employment. The board and director determine the amount to be paid for mileage expense which must be within limits legally established and monies available. Case workers in Allen County receive a flat sum of \$40 per month for mileage.

## FINANCE

The amount the county is obligated to pay of the total Welfare Department budget is raised annually by a separate tax levy by the County Council on all taxable property within the county.

## SERVICES OF THE WELFARE DEPARTMENT

### MEDICAL ASSISTANCE

The Medical Assistance program, started in 1942, permits payment for medical care of persons receiving Old Age Assistance, Blind Assistance and Assistance To Dependent Children.

Medical services are provided on a fee basis allowing patient free choice of practitioner. Hospital costs are established on a per diem basis by each hospital. Medical and surgical fees are consistent with those set by Blue Cross and Blue Shield. Questionable charges are referred to the medical, dental or pharmaceutical committees for adjustment.

### CHILD WELFARE SERVICES

This program is designed to protect children, who for any



reason are threatened with loss of their home and to assure a suitable home when loss occurs or homelife is interrupted. Financial need is not the major factor in this program. It is designed for the protection and care of homeless, dependent and neglected children and children in danger of becoming delinquent. Child Welfare Services include: Counselling, child placement, arranging admission to and release from the Allen County Children's Home, taking Juvenile Court action in cases involving neglect, improper environment, non-support; and the establishment of wardships, investigation and approving applications of foster children and applications for admission to state institutions. This program is supported by county funds.

#### ASSISTANCE TO DESTITUTE CHILDREN

The destitute child is defined as a needy child, not a public ward, under 18 years of age, deprived of parental support and whose relatives liable under law, are not able to support him without public assistance and who is in need of foster care. This program is supported by county funds.

#### ALLEN COUNTY CHILDREN'S HOME

The Home is operated under the Allen County Department of Public Welfare for the stated purpose of providing care for the children placed there by the County Welfare Department. Located nine miles North of Fort Wayne, the institution includes a hospital in the main office building, and separate buildings for boys and girls who live in groups of 25 each. Senior girls live in a large home on Carroll Road. Accommodations for supervisors, a shop, school and a gymnasium are some of the structures included. Children are taught through the eighth grade at the Home; high school pupils attend North Side High School. The Home is licensed for 107 children of all ages up to 21. There are approximately 24 persons on the staff. A superintendent and a matron are appointed by the County Welfare Board and receive \$5,400 and \$3,000, respectively, and their maintenance. This program is supported by county funds.

#### ASSISTANCE TO DEPENDENT CHILDREN

This program, commonly referred to as ADC, requires one year's residence in Indiana to qualify for a grant. A child must be found dependent because of: Physical or mental incapacity of a parent; the incarceration of a parent; or a parent's death, desertion or separation. Need must be established. Assistance is granted for children until they become 16 years of age, but

is withdrawn if they drop out of school before reaching 16. If the child continues in school until 18, assistance is continued until then. The maximum award per child is \$64 per month for the first child and \$23 per month for each additional child. The ADC program is financed by federal, state and county funds.

## SERVICES FOR CRIPPLED CHILDREN

This program serves crippled children under 21 who need medical care, treatment or orthopedic appliances. The determination as to whether the child is to be treated locally or at the state-supported Riley Hospital in Indianapolis is made by the Crippled Children's Division of the State Department of Public Welfare after referral has been made by a local physician and upon recommendation of the County Welfare Board, based upon the type of care and treatment required. This program is financed by county and federal funds.

## OLD AGE ASSISTANCE

Old Age Assistance is the most extensive program administered by the Allen County Welfare Department. Under standards established by the Federal Government and under the supervision of the State Welfare Department, Old Age Assistance is provided those persons, over 65 years of age, who are in need of assistance through lack of income. The 1959 General Assembly established the maximum grant which can be paid, (other than for medical or funeral expense) at \$70 per month. This program is financed by 20% from county funds and the remainder from state and federal funds.

## HOSPITAL COMMITMENT PROGRAM

This program includes persons who do not have resources to meet the necessary expense and are in need of medical care in a hospital even though they are not receiving public assistance. The County Welfare Department determines a person's eligibility for hospital care, and the determination of the medical need is the responsibility of the attending physician. There is no age eligibility factor for persons in this program. Patients may be placed in the Indiana University Medical Center. Local hospitals may be used if their per diem rate is less than at the University. This program is financed by county funds. The General Assembly has extended this program to include indigents injured on public highways within the county. The cost of such medical and hospital care is borne by the county of the legal residence of the indigent, or if he has no legal residence with-

in the state, by the Allen County Department of Public Welfare.

## BLIND ASSISTANCE

Blind assistance is granted to those whose eyesight cannot be preserved, or restored, and where self-support is not possible. Applicant must be approved by the county and state Boards of Public Welfare. The maximum grant is \$95 per month and is paid by federal and state funds.

## EYE TREATMENT PROGRAM

This program includes any medical or surgical care given for the purpose of restoring vision, or to prevent loss of vision. Any needy person may make application if he is in need, a citizen of the United States, has lived in the state at least five of the last nine years (the last year continuous and immediately preceding the date of application) or has lost his or her eyesight while a resident of Indiana. This program is financed by state funds.

# EDUCATION IN ALLEN COUNTY

In Indiana, as in every state, public education is a function of the state government, authorized by the Constitution and regulated by the General Assembly. Responsibility for operation of local schools is delegated by the legislature to school trustees, who may be Township Trustees or Boards of School Trustees. In Allen County such boards are appointed. School trustees are charged with and have control of all matters pertaining to schools under their direction, including:

1. Providing buildings and equipment.
2. Hiring teachers and setting salary schedules.
3. Adopting curriculum and textbooks, as approved by the State Department of Public Instruction.
4. Providing transportation as required by state law.
5. Arranging for transfer of pupils and payment of transfer tuition.
6. Establishing school budgets and levying local property tax to finance the educational program.



7. Carrying out all functions of public education as set forth by state law.

## HOW FINANCED

Public schools in Allen County are financed primarily through local levies on real and personal property, a 25 cent county levy and state funds administered through the minimum foundation program. The county average is almost 80% local funds to just over 20% state and other funds compared to state average of 70%-30%. (A very small percentage of federal funds is used in connection with the vocational education and school lunch program). School corporations may adopt a cumulative building fund levy and may also issue bonds to finance construction of school buildings. Such bonding is limited by statute to 2% of the assessed valuation of the school corporation; however, in the case of township schools the civil township may also issue bonds, called school aid bonds, to the 2% statutory limit. This gives township school corporations an actual bonding power of 4% of the assessed valuation. In some school corporations where a cumulative building fund has not been adopted and where building needs could not be met within the bonding limits, private holding corporations have been formed to build schools, which are then leased to the school corporation. At a high rate of interest over a period of 25 to 30 years this is a very expensive way to build schools.

## ALLEN COUNTY SCHOOLS

Allen County includes 15 school corporations. Those operated by Township Trustees are Aboite, Jackson, Jefferson and Pleasant, which operate only elementary schools. Cedar Creek, Lafayette, Lake, Monroe and Springfield, operate both elementary and high schools. Scipio operates no schools but transfers all its pupils to other corporations. There are three consolidated school corporations of two townships each which are administered by school boards comprising the two Township Trustees and three members appointed by the Township Advisory Boards: Eel River-Perry, Madison-Marion, and Maumee-Milan. All three operate both elementary and high schools. These 13 school corporations are known as the Allen County Public Schools and function under the supervision of the County Superintendent of Schools, who acts in an advisory capacity only. The 1961 enrollment is approximately 6,400 in grades 1 through 12. No kindergartens are operated by these schools.

## FORT WAYNE COMMUNITY SCHOOLS

Fort Wayne Community Schools is a consolidation of the former school city of Fort Wayne with the former St. Joseph, Washington and Wayne township school corporations. It is governed by a seven member Board of School Trustees, of whom five are appointed on a non-partisan basis by the Mayor of Fort Wayne and two by the joint commission composed of the Trustees and advisory boards of the three townships. Members serve overlapping four year terms.

The board employs a superintendent who is responsible for the administration of 47 schools: 31 elementary, five combined elementary and junior high schools, seven junior high schools and four high schools. The 1961 enrollment was approximately 28,500 in grades 1 through 12 and 3,800 in kindergarten.

The Fort Wayne Community Schools also operates the school for children who are residents in the Allen County Children's Home.

## NEW HAVEN PUBLIC SCHOOLS

New Haven Public Schools is a consolidation of the former school town of New Haven with the former Adams Township school corporation. It is governed by a Board of School Trustees of five members: the Adams Township Trustee, two members appointed by the township advisory board and two members appointed by the Town Board of New Haven. This board employs a superintendent. He supervises four elementary schools, two junior high schools and one high school. The 1961 enrollment was approximately 3,600 in grades 1 through 12 and 550 in kindergarten.

## SPECIAL EDUCATION

The Allen County Public Schools have classes for mentally retarded children at Arcola, Hoagland, Leo and Woodland schools. New Haven Public Schools also have classes for the mentally retarded.

The Fort Wayne Community Schools maintains classes for physically handicapped children, sight saving classes and classes for blind children, oral training classes for hard of hearing and deaf children, ungraded rooms and classes for the mentally retarded.

All three school corporations provide bedside teachers for

home-bound children in cooperation with the Allen County Society for Crippled Children.

The Johnny Appleseed School, a privately operated school for mentally retarded children who cannot be taught in the special classes in public schools, is supported by funds from the United Fund of Allen County, Fort Wayne Community Schools and private contributors. In 1961 enrollment was approximately 110 children.

## SCHOOL LUNCH PROGRAM

All junior and senior high schools and some elementary schools offer hot lunches to students.

## PAROCHIAL SCHOOLS

Almost 30% of the school children in Allen County are enrolled in parochial schools, principally Roman Catholic and Lutheran.

The Catholic schools, under the supervision of the Diocesan superintendent, includes 17 elementary schools and two high schools in Fort Wayne, and six elementary schools in the county. The total enrollment was approximately 11,350 in 1961.

The Lutheran Churches operate 16 elementary and one high school with an approximate enrollment of 4,850.

The Seventh Day Adventist Church operates one elementary school with 22 students in grades 1 through 8.

All these schools must be approved by the State Department of Public Education.

Most parochial schools offer no kindergarten program.

## INSTITUTIONS OF HIGHER LEARNING

In Allen County seven institutions offer work at the college level:

Indiana University Extension Center	1,123	students
Purdue University Extension Center	988	"
Indiana Technical College	1,445	"
Concordia Senior College (Lutheran)	370	"
Saint Francis College (Catholic)	660	"



Fort Wayne Bible College(Missionary Church)	390 students
Fort Wayne Art School	254 "

(The Art School is partially supported by a 1/2 cent municipal tax included in the levy of Fort Wayne Community Schools.)

## THE ALLEN COUNTY COMMITTEE FOR REORGANIZATION OF SCHOOL CORPORATIONS

In 1959 the Indiana General Assembly passed the School Corporation Reorganization Act, which provided for the creation in each county of a county committee to study existing school corporations and to propose a plan for reorganization which would provide a more equalized educational opportunity, greater equity in school rates and a more efficient use of public funds expended for public education.

Committee - The committee, appointed by the Judge of the Circuit Court, is composed of the County Superintendent of Schools, one Township Trustee, one school board member, one superintendent and five lay members. The committee is now in the process of proposing a reorganization plan for Allen County which will radically change the present structure of school administration.

Any reorganization plan must be approved by the voters residing in the proposed new school corporations.

## TOWNSHIP GOVERNMENT



Allen County has 20 townships, with the boundaries of the city of Fort Wayne extending into Washington, St. Joseph, Adams, Wayne and Pleasant Townships.

### TRUSTEE

The Township Trustee is the chief administrative officer. He is elected for a four-year term and may not serve more than eight years within a 12-year period. There are no qualifications

for this office, except residency within the township in which he is elected. The salary varies through the different classifications of townships according to property valuation, population and duties.

#### Administrative duties of Trustee:

1. Handle all financial records and business of the township.
2. Prepare annual budget for submission to township advisory board.
3. Serve as assessor in townships having less than 5,000 population.
4. Serve as chief administrative officer for township schools - (where schools are located in his township); provide educational facilities and hire teachers.
5. Receive and disburse all monies belonging to the township.
6. Keep all official proceedings open for public inspection.
7. Provide fire protection.

#### Duties as overseer of the poor:

1. Provide proper relief for persons destitute and without funds in his township after investigation as to residency, need and other sources of assistance available.
2. Place persons in the County Home (subject to the approval of the Board of County Commissioners).

No money is given to applicants for "poor relief." Orders for food and coal are given for a two-week period. Before more assistance is given the applicant must prove he is making every effort to obtain employment. Recipients of relief may be assigned to work projects such as cutting wood, clearing river banks, etc. The Trustee must, in cases of necessity, provide medical and surgical attendance for recipients of "poor relief" in his township who are not provided for in public institutions. Rent and utility bills are paid in cases of dire need.

#### TOWNSHIP ADVISORY BOARD

An advisory board of three resident freeholders is elected

for a four-year term by the citizens of each township.

#### Duties of Advisory Board:

1. Consider, approve or reject, in whole or in part any expenditures proposed by Trustee.
2. Determine and fix tax rates (subject to review by the State Board of Tax Commissioners and County Tax Adjustment Board).
3. Levy a tax, for both civil and school township funds, upon all taxable property in cities and incorporated towns within the boundaries of the township schools (taxes for poor relief cover all taxable property within the township boundaries).
4. Publish the proposed tax budget together with the tax rate in two newspapers at least 18 days before the annual meeting.

### ALLEN COUNTY

#### Township Trustee Salaries

TOWNSHIP	CLASS	SALARY
Aboite	7	\$2,100
Adams	4	3,000
Cedar Creek	6	2,250
Eel River	8	1,800
Jackson	9	1,600
Jefferson	8	1,800
Lafayette	8	1,800
Lake	8	1,800
Madison	9	1,600
Marion	8	1,800
Maumee	9	1,600
Milan	8	1,800
Monroe	8	1,800
Perry	7	2,100
Pleasant	8	1,800
Scipio	10	1,350
Springfield	8	1,800
St. Joseph	7	2,100
Washington	5	2,400
Wayne	2	6,000



## TOWNSHIP ASSESSOR

Four townships in Allen County elect Assessors who serve four year terms. There are no qualifications for the positions and compensation is based on assessed valuation and population as set by the county council within statutory limits. Assessors receive a travel allowance of 10 cents per mile.

### Duties of Township Assessors:

1. Set assessed value for taxing purposes on all real and personal property.
2. Collect license fees and issue license tags for horse-drawn vehicles; collect dog tax.
3. Take census each year of the members of the armed forces and veterans living in the township.

In townships where the Trustee serves as Assessor 25% of the salary of the Trustee is paid from the general fund as a part of the expense of assessing and the remaining 75% of the salary is paid from the township fund.

## CONSTABLE

The Constable is elected by a vote of the township for a term of four years. There are two elected and three appointed Constables in Allen County. The Constable functions as an officer of the Justice of the Peace Court. He serves summons warrants, subpoenas and enforces the orders of the Justice of the Peace. He is entitled by law to collect and retain specified fees. He receives an allowance of 10 cents a mile for travel incident to his services. In townships where no Constable is elected, the Marshall of an incorporated town within the township performs the functions normally performed by the Constable. If no Constable is available for immediate or specific service, the Justice of the Peace may appoint one. The Constable is the only officer who can arrest the Coroner.

## JUSTICE OF THE PEACE

The exact number of Justices of the Peace is established by law upon the basis of population and whether Magistrates have been appointed in the county in which the township is located. He is elected for a term of four years, must reside within the township from which he is elected, be an attorney, or have had previous justice of the peace experience, or be capable of passing a specified examination. The salary schedule:

In townships of not more than 20,000 population, retain fees to \$3,000 per year.

In townships of not more than 1,000 to 20,000 population he may receive in addition to the \$3,000 fees, a salary of not more than \$500 per year (if approved by the Township Advisory Board).

In townships of 20,000 to 60,000 population, \$3,600 per year.

In townships of over 60,000 population, \$4,600 per year.

His jurisdiction extends over the entire county in which the township is located.

### Duties of Justice of the Peace:

1. Try petty civil and criminal cases and hold preliminary hearings in connection with major criminal offenses.
2. Adjudicate civil actions up to and including the amount of \$500.
3. Try petty civil matters including alleged infractions of the rights of individuals within the townships, such as small claims, damages, collections and trespasses.
4. Issue search warrants and perform marriage ceremonies.
5. Impose fines of not more than \$25 (but not imprison except for nonpayment of fines and costs).
6. Appoint a special Constable for specific duties when no regular Constable is available.

# FORT WAYNE



The government of Indiana cities is the product of state legislation and therefore quite circumscribed. The city is limited by state laws in what it can do. The number of elected officials, appointed officials and boards and even the salaries of certain officials are determined by state laws. Any change in the form of government of the city of Fort Wayne must come through a state law.

Fort Wayne is a second class city encompassing an area of 37.78 square miles with a population of 161,776 (1960 census).

Chartered February 22, 1840, the city derives its authority from enabling state legislation. It has jurisdiction only within the city limits. The City Hall, located at Berry and Barr Streets has been the center of municipal affairs since 1893. In recent years the present structure has become inadequate for the many departments of local government which now occupy office space scattered over town.

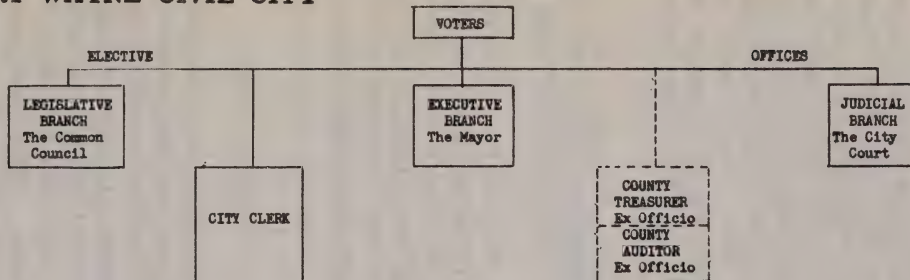
## MAYOR

The Mayor is elected by popular vote for a term of four years. He runs on a partisan ballot and may succeed himself indefinitely. There are no special qualifications required by law for this office. Anyone who is a citizen, 21 years of age or older and resident of the city for at least one year, may be a candidate. His salary is \$16,500 per year, \$2,400 of this amount is paid from City Utilities funds. The maximum is set by state law. The Common Council specifies the exact amount and it may not be raised after the Mayor takes office. (Any increase in the salary of the Mayor, City Clerk or any elected official must be adopted by the Council in the year of elections prior to primary time.)

The Mayor is the chief administrative officer of the city. He is responsible to the Council and to the people for his ac-



# ORGANIZATION OF FORT WAYNE CIVIL CITY (A City of the Second Class)



## EXECUTIVE BRANCH I

### MAYOR

## EXECUTIVE BRANCH II

### MAYOR

## EXECUTIVE

## DEPARTMENTS

## BOARDS

## COMMISSIONS

FINANCE	LAW	PUBLIC WORKS	PUBLIC SAFETY	ASSESSMENT & COLLECTION	HEALTH & CHARITIES	PLAN COMMISSION	DEPARTMENT OF REDEVELOPMENT	CIVIL DEFENSE COUNCIL	BOARD OF ZONING APPEALS
Controller	City Attorney	3 Board Members	3 Board Members	County Treas. & County Aud. Ex-Officio	3 Board Members	11 Board Members (Includes Chrm. B/PW, City Engr., 1 Councilman & 1 Park Board Member)	(Urban Renewal)	13 Council Members	6 Board Members (Includes two members of P.C.)
1. Manage & direct financial affairs & accounts of City subject to City Ordinance and State Laws	1. Legal Advisor to all departments & officers	1. City Utilities a. Water b. Sewer c. Power & light	1. Police Dept.	1. Assessment & Collection of Taxes	1. Enforcement of City and State Health Laws	Act in advisory capacity to all boards and officials of city on physical development & redevelopment of City	5 Trustees 5 Directors Executive Director	Organize and plan the efforts of all public and private agencies in the city to minimize the effect of emergency action and prepare for rapid rehabilitation	Interpret provisions of zoning ordinance; authority to grant exceptions to a literal application of zoning ordinance, where, by reason of peculiar circumstances, unnecessary hardships, would otherwise result
2. Issue Licenses	2. Draws Ordinances & legal documents	2. City Engineer	2. Fire Dept.		2. Vital Statistics	Approve plats; review and hear zoning changes; and recommend plans for future growth and development of city			
3. Administer the Barrett Law	3. Conduct all legal proceedings in which City is interested	3. Street Department	3. Signal Dept.		3. Insp. livestock, meat, food and food handling and establishments				
	4. Prosecute all violations of ordinances	4. Building Department	4. Traffic Engineering Dept.		4. Establish quarantines				
		5. Asphalt Plant	5. Wt. Master						
		6. Parking	6. Insp. of Weights & Measures						
		7. Bldg. Maint.							

**PARK BOARD**  
4 Board Members  
Administer parks and other public recreation facilities

**AVIATION BOARD**  
4 Board Members  
Administer Municipal airports and air navigation facilities

**HUMANE COMMISSION**  
3 Board Members  
Administer humane shelter and enforce dog & small animal laws

tions. He has broad powers through his appointments which are many.

There are approximately 1,260 employees in the civil city and 620 in the City Utilities, making a total of 1,880 employed in local government.

#### Duties of the Mayor:

1. Execute and supervise enforcement of the ordinances of the city and the laws of the state.
2. Exercise general supervision over subordinate officers and be responsible for the efficiency of city government.
3. Appoint the heads and employees of various departments of city government and such other appointments as may be provided by law or by city ordinance.
4. Sign all bonds, deeds and contracts.
5. Fill vacancies by appointment for unexpired terms in the offices of the city except in case of vacancy in the office of Mayor or Councilman.
6. Approve or disapprove all ordinances and resolutions.
7. Represent the city administration before the public and before other units of local, state and federal government.
8. Make such recommendations in writing, by message to the Council as he may deem expedient.
9. Suspend or remove from office at any time any or all of such heads of departments or other persons whether appointed by him or by any of his predecessors. (There are certain exceptions to this removal power).
10. Appoint three persons to check and examine the accounts of each department without notice.
11. Fix salaries of appointed officials, subject to approval of the Council.
12. Issue proclamations commemorating special events, weeks, days, etc.

13. He may veto items of an appropriation or levy measure. (His veto may be over-ridden by a two-thirds vote of the Council).
14. Present annual budget to the Council which includes recommendations for the salaries of all civil city personnel and for the amount of money to be expended by each office and department.

All appointments made by the Mayor do not necessarily run concurrently with his term of office, however, most of them do. Most boards and commissions appointed by the Mayor are bi-partisan. Some of the major appointments are:

1. City Controller
2. City Attorney
3. Board of Public Works (3)
4. Board of Public Safety (3)
5. Board of Public Health (5)
6. Plan Commission (5)
7. Civil Defense Council (15)
8. Board of Zoning Appeals (5)
9. Park Board (4)
10. Aviation Board (4)
11. Humane Commission (3)
12. Department of Redevelopment (5)
13. Board of Trustees Fort Wayne Community Schools (5) out of seven members.

The Mayor may from time to time as the need arises appoint various committees such as Smoke Abatement, Tri Rivers, Human Rights and City-County Health.

## THE COMMON COUNCIL

The Common Council, usually referred to as the City Council, is the legislative branch of the city government.

## MEMBERS

The Common Council is made up of nine members elected for a term of four years. One member is elected from each of the six councilmanic districts of Fort Wayne and three are elected at large. There are no specific qualifications for the position except party endorsement and residency within the dis-



trict from which the Councilman is elected. Councilmen-at-large must live within the city limits. If residency is changed, the position is forfeited. The position is not full time. Each Councilman receives a salary of \$2,400 which is set by state law, and they receive \$300 per year from City Utilities.

Should a vacancy occur the remaining Councilmen must elect a member by a majority vote.

Regular meetings of the Council are held on the second and fourth Tuesdays at 7:00 P.M. in the Council Chamber; standing committees on the first and fifth Tuesdays. All meetings are open to the public. The Council elects a president and a vice president each year. The City Clerk serves as secretary.

The president establishes or consolidates new committees as needed. Each has a chairman, vice chairman and three members, with the exception of the Administration and Legislation Committee which includes all members of the Council. Other committees are:

- |                 |                     |
|-----------------|---------------------|
| 1. Finance      | 4. City Utilities   |
| 2. Regulations  | 5. Annexation       |
| 3. Public Works | 6. Public Relations |

When a problem arises or is presented to the Council it is referred to the proper committee. The findings and recommendations are reported back to the Council which makes a final decision.

## POWERS OF THE COUNCIL

The Council passes ordinances by which the city is governed. Its powers are varied and numerous. Only a few are listed here. The City Council possesses powers to:

1. Approve the city budget and pass appropriation ordinances.
2. Fix salaries and compensation of city officials. (In accordance with general law).
3. Enact zoning regulations, building and electrical codes.
4. License, tax and regulate certain businesses.
5. Pass regulations regarding the use of city streets.
6. Declare what constitutes a nuisance and provide for the

punishment of any person creating such a nuisance.

7. Protect all city property.
8. Provide a census of the city.

## PROCEDURE IN THE PASSAGE OF AN ORDINANCE

Ordinances must be presented and go through committee and Council; resolutions are brought directly to the Council for consideration and vote.

Any individual may introduce an ordinance by contacting the City Attorney who approves or disapproves the form and legality. The procedure is as follows:

1. Preparation of an ordinance by the City Attorney.
2. Clerk places ordinance into the order of business on the Council Agenda and assigns it a bill number. (The bill number contains a letter prefix designating the type of ordinance, such as "A" for appropriations, "S" for Special, "Z" for Zoning, "X" for Annexation, "G" for General and "R" for Resolutions).
3. Introduction of the ordinance to the Council.
4. First reading, the ordinance is read in its entirety.
5. On second reading, the ordinance is open to amendments.
6. Thereafter it is read the second time by title and referred to the proper committee and engrossed. (Letters and calls for or against a proposed ordinance are taken into consideration before a vote is taken by the committee).
7. The committee reports its recommendations as to whether the ordinance should pass.
8. The ordinance is then on third reading, subject again to amendment.
9. Finally on motion duly adopted, it is placed on its pas-

sage and voted upon. (Unless an ordinance receives a majority of votes on final passage, it is considered lost but may be reconsidered within proper manner and time).

10. The President of the Council reveals the ballot.
11. The ordinance is then presented to the Mayor for his approval and signature.
12. Upon signature and legal publication, the ordinance becomes effective. (If the Mayor vetoes an ordinance, it must go back to the Council and pass a 7 to 2 vote, and it becomes effective without his signature).

Procedure for the passage of appropriation ordinances is the same as outlined in ordinary procedure except that state law provided that an appropriation ordinance involving the transfer of money requires six affirmative votes for passage and the approval of the State Board of Tax Commissioners.

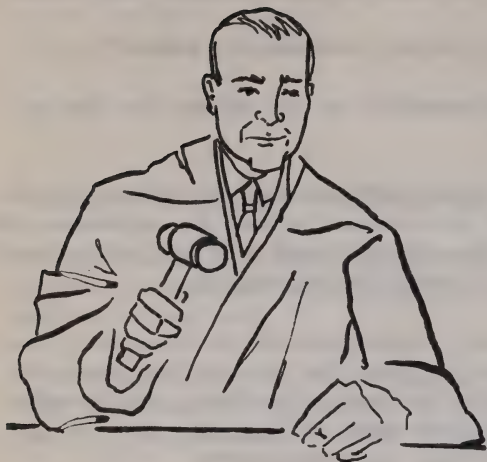
## SERGEANT AT ARMS

The Sergeant At Arms is a public officer selected by a majority vote of the Council. He receives no pay for his services. As Sergeant At Arms he:

1. Preserves order in the lobby outside the Council chamber.
2. Assists the President of the Council.
3. Acts as messenger while Council is in session.
4. Places notices and papers in the hands of Councilmen.



# CITY COURT



The judicial branch of the city government is the City Court which consists of one judge, one clerk and one bailiff. The jurisdiction of the City Court includes:

1. Violations of city ordinances.
2. Violations of state statutes, limited to fines up to \$500 and imprisonment of six months.
3. Civil wrongs up to \$500.

## CITY JUDGE

The City Judge is elected for a term of four years. He must be an attorney, a resident of the city and must never have been convicted of a felony or moral turpitude. His salary is \$7,800 per year. In addition to his elected duties, he may continue in his own private law practice. Although the City Judge is elected by voters of the city, he has jurisdiction over the entire county. Should a vacancy occur in this office, the position is filled by an appointment made by the governor.

A judge pro-tem is appointed by the City Judge to serve when he is away from office. A special judge is appointed when the City Judge feels he is personally involved by emotion or prejudice.

The City Judge sets bond according to the offense. The City Clerk collects all fines and the City Police are responsible for carrying out sentences.

## BAILIFF

The Bailiff does the detailed work and keeps order in the court. The position is part time. Court is in session six days a week in the City Hall. Court begins at 8:30 a.m. and continues until all cases are heard.

## CITY CLERK

The City Clerk is elected for a term of four years with no restrictions on re-election. There are no specific qualifications required for the office except legal residency. No party endorsement is necessary. His salary is \$10,000 per year.

In Fort Wayne, a second class city, he is authorized to have full power over employment of deputies and other office personnel whose salaries, however, are subject to approval of the City Council. The office personnel consists of a chief deputy and two bookkeepers and four clerks who are bonded. Although most of these positions are patronage, the City Clerk may hire and fire at will.

### FUNCTIONS AND DUTIES

#### A. Duties as City Clerk:

1. Retains City Seal and affixes it to all papers requiring same.
2. May swear in city officials appointed by the Mayor.
3. Has charge of all City Council and City Court documents and books.
4. Reads all correspondence pertaining to City Council and City Court business.

#### B. Duties as Clerk of the City Council:

1. Attends all council meetings, calls the roll and keeps records of proceedings.
2. Prepares and maintains an ordinance book.
3. Has proceedings printed after each regular or special meeting.
4. Is responsible for having ordinance with penal clause published in one Democratic and one Republican newspaper before the ordinance becomes effective.

#### C. Duties as Clerk of the City Court:

1. Administers oaths, issues warrants and affixes the Court

Seal to documents of the court.

2. Collects all fines in connection with all violations of the city ordinances, traffic law violations and violations of state law where the fine is not more than \$500 and imprisonment of not more than six months.
3. Keeps a court docket book, containing records of the name of offender, the offense, the attorney on the case and the judgment of all cases tried in the City Court.

## CITY CONTROLLER

The City Controller, who is the finance officer of the city, is appointed by the Mayor for a four-year term. No specific qualifications are required for the office. His salary is \$9,000 per year, \$4,000 of this amount is paid out of City Utilities funds for services performed. This office employs a staff of five.

The Controller succeeds to the office of Mayor in case of a vacancy.

## DUTIES

All money for the city goes through the office of the Controller. The most important duty of this office is in connection with the civil city budget. He secures from the heads of various city offices and departments itemized lists of their financial needs for the coming year. He then prepares these figures in the proper form for the consideration of the Mayor. (see budget preparation)

Other duties of the Controller:

1. Handles all money, pays all city bills.
2. Pays all salaries, including the salaries of City Utilities employees.
3. Issues city licenses and collects fees for them-auctioneers, taxi cabs, circus permits, fairs, dances, junk dealers, pawn brokers, peddlers, second-hand stores, shooting galleries, theaters and tree trimming.



4. Attends City Council meetings.
5. Receives all money collected by other city departments.
6. Issues Barrett Law Bonds. (Bonds are used by the city to set up payments by property owners for the original paving of the city streets, sewers and other improvements. They are made for 10 years and are paid by the property owner living on the improved street at the time of his regular property taxes).

## BUDGET PREPARATION

**Salaries:** The Mayor submits all salaries to the Council by August first. However, the Park Board, Board of Health and Aviation salaries go directly to the Council and not through the Mayor's office.

**Budgets:** All department budgets go to the office of the Controller with a copy to the Mayor. The Controller checks them over. He can make suggestions back to the department but he cannot make changes of his own. The budgets are then submitted to Council for final approval. If a department does not spend all its funds during the fiscal year, they are retained by the department unless appropriated by the Council for other needs.

**Public Notice:** The proposed budget must appear in the newspaper twice; on August 10 and 17. Five copies must be made; one for the Mayor; one for the Auditor; two for the Controller and one goes to the State Board of Accounts.

**How Passed:** Council passes the budget in three ordinances, 1. Salary 2. Budgets 3. Tax Levy. The Controller sets the tax rate according to the budget.

If a citizen does not agree with the proposed budget, he may complain to the Council at the public hearing. Failing there, he can launch remonstrance against a city proposal. Ten persons can remonstrate, thus forcing a review of the issue. He can then appeal to the County Board of Tax Adjustments and to the State Tax Board.

## DEPARTMENT OF LAW

The City Attorney is the legal advisor to all officials and departments within the city government. He is directly responsible to the Mayor who may remove him from office at will. The City Attorney, his associates and assistants must be duly licensed to practice law within the State of Indiana. Their city positions are not full time.

### STAFF

The City Attorney, three associates and one assistant comprise the legal staff. (Five is the number which has been set for many years but there can be as many as the budget will allow). Salaries are fixed by the Mayor, subject to approval of the Common Council. City Utilities pays the entire salary of one associate attorney and part of the salary of the City Attorney indicating the division of time spent on matters involving the Board of Works. The duties, limitations and restrictions of the City Attorney, as of all city officials, are set by state statute.

Functions of this office include:

1. Management of the city's law business and the legal affairs of each department within the city government.
2. Prosecution of all violations of city ordinances in the City Court.
3. Serves as legal advisor to city departments.
4. Prepares ordinances - except zoning.
5. Prepares all contracts and other legal papers.

## BOARD OF PUBLIC WORKS

The Board of Works consists of three members appointed by the Mayor, two from the majority and one from the minority parties. The positions are full time. No specific qualifications are required for these positions. The chairman, who is so designated by the Mayor, receives \$9,000 and the other members each \$8,000 per year. Part of this salary budget is paid out of City Utilities funds.

## FUNCTIONS

Each board member has his own sphere of action but they meet as a board each morning at the City Hall. All meetings are open to the public and no official business is done outside the meetings. The board has jurisdiction over the two mile fringe area outside the city limits and over rivers four miles from the city limits. The board makes no appointments for its various departments; all are made by the Mayor.

All department budgets must be passed by the board before being presented to the Controller. However, the board may purchase equipment up to \$2,000 without Council approval.

## RESPONSIBILITIES

The Board of Works is responsible for the following departments:

### 1. City Utilities

- (a) Three Rivers Filtration Plant - the filtration plant takes water from the St. Joseph River, chemically treats, purifies and pumps it to customers.
- (b) Light and Power Plant - serves electrical customers within the city and provides light for streets, alleys, parks and recreational facilities.
- (c) Sewer Treatment Works - prevents the flow of raw sewage into rivers. Garbage is collected on contract.

### 2. City Engineer

- (a) Engineer is responsible for all engineering functions in the city except for the electrical plant, which has its own engineer.
- (b) He reports to the Mayor and the Board of Works.

### 3. Street Department

- (a) Street Department lays, repairs, cleans and maintains all streets and alleys, etc.
- (b) All bids for construction are let on competitive bid basis with lowest and best accepted.

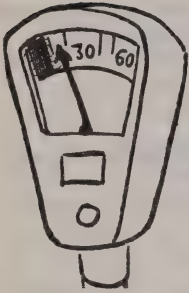


#### 4. Building Department

- (a) The Building Department supervises all construction in strict compliance with building code.
- (b) This authority extends two miles beyond city limits covering new developments.

#### 5. Asphalt Plant

- (a) This plant produces all the asphalt for street repair.



#### 6. Parking

- (a) Parking includes parking lots, parking garage and meters. Meter funds do not go into general fund, but are used to buy new meters, repair and maintain old ones and to repair streets on which meters are located.

### BOARD OF PUBLIC SAFETY

Public safety functions include the care, management, supervision and control of all matters and property relating to fire, police, traffic engineering, signal, and weights and measures departments.

#### BOARD

The Board of Public Safety is composed of three members, appointed by the Mayor. The positions are not full time and each member is paid \$2,000 per year. No more than two may be of the same political party. The board in turn employs two full-time staff members: an executive secretary who is custodian of the records and takes action on the board's recommendations, and a secretary. Appointments to the various departments under their jurisdiction are made by the board with the approval of the Mayor. The exceptions are the Chief of Police and the Fire Chief who are appointed directly by the Mayor. The board also gives police powers to certain officers of the health department and to merchant and special policemen.

#### MEETINGS

Public meetings are held on Monday nights in the board of-

fice. On the first and third Mondays, the traffic and signal departments attend. On the second and fourth, fire and police department business is discussed with the chiefs. (The police and fire departments also hold monthly officer staff meetings). The fifth Monday, if there is one, is left open for general business. No committees are appointed from this board.

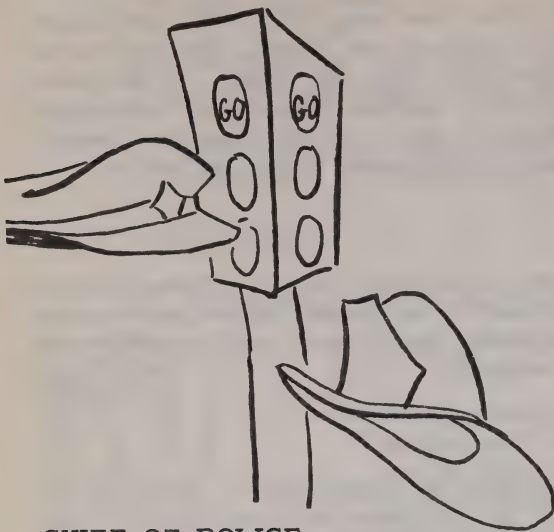
## BUDGET

All departments require a separate budget. These budgets must go through the board and to the Mayor before presentation to the Controller. Department heads may appear before the Council to defend their budgets.

## PURCHASES

All bids for equipment must be competitive. However, the board can award the bid to the lowest and best bidder. Any purchase order over \$30 must have three letterhead quotes from vendors. Any purchase order over \$1,000 must have legal notice in both newspapers one week apart. Sealed bids must appear on the State Board of Accounts bid form, accompanied by an affidavit of non-collusion and a 5% certified check of the total bid price. Copies of the legal notice, bid forms and instructions to the bidder are mailed to all local or area vendors in the particular business. Any awarded bid over \$2,000 must have the approval of the Common Council or the purchase order cannot be written.

After approval, the Mayor must sign the ordinance. The board makes the final decision on most items, although the Mayor has the final power.



## CHIEF OF POLICE

The Chief of Police is appointed by the Mayor. The person appointed to this position must have had at least five years of continuous service with the police force immediately prior to his appointment. He is the administrator of the department. His salary is \$8,248 per year.

## DIVISIONS

The department is divided into the following divisions:

1. Juvenile aid. - (This includes, morals, vice and the detective squad).
2. School safety program. - (Three officers and one police-woman are in charge of the school patrolmen who are appointed by the Board of Safety).
3. Police Academy program.
4. Garage. - (Five police officers do all repair work and most of the body repair on vehicles).
5. Radio and communications.
6. Traffic.
7. Records.



## PERSONNEL

There are 243 police officers, exclusive of the Chief of Police and 10 civilian personnel in the police department.

Classifications are as follows:

- |                     |                             |
|---------------------|-----------------------------|
| 1. Chief            | 5. Detective sergeants (21) |
| 2. Inspector        | 6. Patrol sergeants (16)    |
| 3. Captains (5)     | 7. Mechanics (5)            |
| 4. Lieutenants (15) | 8. Plain Clothesmen (11)    |
|                     | 9. The rest are patrolmen   |

## JURISDICTION AND HOURS

Police have jurisdiction within the city limits and within a two mile fringe area beyond the city limits into which their powers extend with the cooperation of the Sheriff.

Patrolmen have 24-hour police powers. They have an eight-hour day, 40 hour week. Shifts are 7 p.m. to 3 a.m.; 3 to 11 a.m.; and 11 a.m. to 7 p.m. Working days rotate with seniority rights to the morning hours.

Off duty policemen are paid by merchants for special duty. They may accept this part time employment if they conduct themselves as police officers.

## PROMOTIONS

All promotions are made through the Mayor and Board of Safety. Any ranking officer is usually involved when there is a change of administration.

## RETIREMENT

The pension board decides the amount of disability retirement. There is no tenure. After 20 years employment, retirement is 50% of a patrolman's pay, or he may serve 25 years and retire at 60%.

## QUALIFICATIONS AND SELECTION

An applicant for the force must be a citizen of the U.S., a legal resident and voter of the city, must have resided in the city for at least five years immediately preceding application, be no more than 35 and no less than 25 years old, be no less

than 5' 9" and weigh no less than 160 pounds.

The applicant must:

1. Make application to the Board of Public Safety.
2. Take a written examination given by a board made up of the superintendent of public, Catholic and Lutheran Schools. (This test covers the location of streets and public buildings, previous training in law enforcement work and knowledge of firearms, first aid, etc.).

Those with the highest grades are screened by the detective bureau, checked with F.B.I., police, home check and with neighbors. Those with clear records must appear before the Board of Safety and the Pension Board for approval. The salary range is \$5,092 to \$8,248.

## TRAINING

Before a recruit is officially hired he is given six weeks training in the Police Academy located in the Purdue Center Building. He receives \$50 per week while in training.

This training consists of firearms, calisthenics, traffic and investigative techniques. The academy is in session throughout the year for in-service training of five days per year for all policemen. Once each month each officer must qualify on the firing range.

## VEHICLES

The department uses 48 cars; nine of these are ambulances; two patrol wagons; one truck and 11 motorcycles, three of these are solo and eight are three-wheelers. Included in the 48 vehicles are cars for the Chief, Inspector and Captain of detectives.

## JAIL

A cell block is maintained in the police station where prisoners are held temporarily. They are fed at the county jail. The city does not hold prisoners more than 24 hours as there is court every morning.

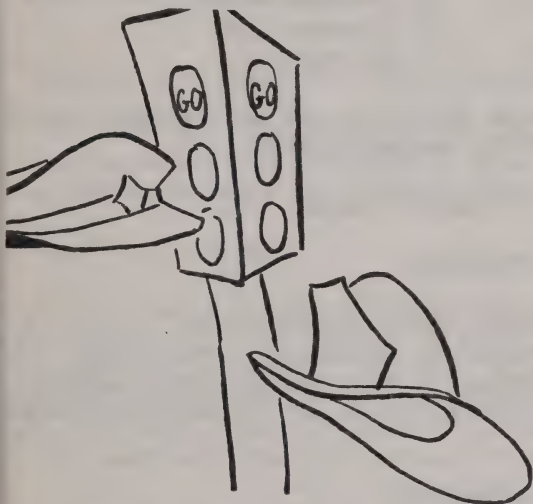
All juveniles (under 18) are taken either to Sol Wood home or the county jail. Their parents are notified. Sometimes they are allowed to take the child home and return him the next day

for interrogation by juvenile court officers. There is a women's cell but no matron as such. Three policewomen take turns being on call to serve as matron.

## BOND

Bondsmen are licensed through the state. They are licensed to control their financial responsibility and limit the amount of their bond. An official list of bondsmen is kept in the cell block, the desk sergeant's office and the court.

## FIRE DEPARTMENT



### FIRE CHIEF

The Fire Chief is appointed by the Mayor. He must have been a member of the fire department for five years previous to his appointment. He is the chief administrative officer of the department and supervises all its activities.

He is responsible to the Board of Safety and to the Mayor. The Chief's salary is \$8,248 per year.

## DIVISIONS AND FUNCTIONS

The department is divided into the following divisions:

1. Fire fighting or combat - combat, rescue, extinguish fire and salvage.
2. Prevention bureau - inspection, public education, issue violations, notices, handle complaints, issue burning permits, investigate arson in conjunction with the police department.
3. Maintenance - maintain and service all equipment.



4. Training - train new firemen, volunteer firemen, plant firemen and hospital staffs.

## PERSONNEL

There are 230 members of the fire department including the Fire Chief.

Classifications are as follows:

- |                        |                              |
|------------------------|------------------------------|
| 1. Chief               | 7. Assistant mechanic (1)    |
| 2. Deputy Chief        | 8. Maintenance mechanics (3) |
| 3. Assistant Chief (2) | 9. Captains (33)             |
| 4. Master mechanic (1) | 10. Lieutenants (8)          |
| 5. Instructor (1)      | 11. Firemen (163)            |
| 6. District Chiefs (5) | 12. Secretary (1)            |

The salary range is from \$5,218 for the probationary period of six months, to \$6,454 for assistant chief.

Firemen are on duty 63 hours a week.

## EQUIPMENT AND MAINTENANCE

There are 13 fire stations within the city limits. Each station is supplied with necessary equipment. The firemen are responsible for the maintenance of property and living quarters. They pay for their meals while on duty and do their own cooking and housekeeping.

## QUALIFICATIONS AND TRAINING

Applicants must be between 23 and 35 years of age, at least 5' 8" and weigh 160 pounds. They must pass a physical and mental examination, pass an F.B.I. and police record check and be accepted by the Board of Safety and the Fire Chief.

Training consists of:

1. Regularly scheduled in-service drills for officers and recruits, fire fighting, and salvage.
2. New training manual
3. Classroom instruction at Fire Station No.2.
4. Drill at training ground on Dwenger Avenue.

## PROMOTION

All promotions are made through the Mayor and Board of Safety. Any ranking officer is usually involved when there is a change of administration.

## RETIREMENT

A fireman must have a minimum of 25 years service and be 50 years old before he may apply for retirement. He receives 55% of a private's salary. There is no maximum age of employment. Employees pay 3% into a retirement fund.

## TRAFFIC ENGINEERING DEPARTMENT

In 1953 the General Assembly empowered cities which have a population of 100,000 or over to create a department of traffic engineering through the Common Council.

### TRAFFIC ENGINEER

The Traffic Engineer is appointed by the Mayor upon recommendation of the Board of Safety. Qualifications are set by state and city code. He must be over 25 years old, a registered professional Engineer and engaged in Traffic Engineering for more than one year or Engineer in training with two years experience in Traffic Engineering.

His salary is \$8,400 per year. A staff of six are employed in this office. Duties of the engineer:

1. Determine need for installation and proper timing of traffic signal control devices.
2. Make analysis of accident reports.
3. Conduct traffic investigations.
4. Cooperate with other departments in developing ways and means to improve traffic conditions.

### SIGN SHOP

The superintendent of the sign shop is a police officer with a staff of eight. Their duties include:

1. The installation and maintenance of all traffic regulatory, warning, information and directional signs.
2. Designate and mark sidewalks.
3. Mark meter stalls.
4. Install truck route markings, etc.

## SIGNAL DEPARTMENT

The Signal Department is in charge of all signals, their maintenance and placement, police and fire calls, radar, police radio, police and fire boxes and telephones.

The department is under the supervision of a superintendent who is a police officer. Qualifications are set by state and city code. His salary is the same as that of the Police and Fire Chiefs, \$8,248 per year.

## NEW SIGNAL LIGHTS

New traffic signal lights are placed after the following procedures:

1. The Traffic Engineer makes a survey, following national recommendations, citizens' requests, accident reports, etc.
2. He makes a recommendation to the Board of Safety.
3. The recommendation is approved or disapproved.
4. If approved, the board passes a resolution for the recommendation to go into effect for a 60 day period.
5. At the end of that period, the board may renew it for an additional 60 days.
6. Following this the board may renew it for a 30 day period with the approval of the Council, or may send it directly to the Council to be made into an ordinance.
7. The board then gives the ordinance to the executive secretary who delivers copies to the City Attorney, Chief of Police, Traffic Engineer, President of the City Council and City Clerk.

The recommendation, now an ordinance, is sent to the signal department to be executed. The Board of Safety makes the final decisions on location; the Traffic Engineer recommends the timing and the signal department makes the changes.

Most cities the size of Fort Wayne do not have a signal department but incorporate these duties in the Traffic Engineer's office. These cities have a separate communications center to handle business and emergency calls to various departments.

## WEIGHTS AND MEASURES

The department of Weights and Measures is charged with the responsibility of checking the weight or measure of all goods bought by the public.

### PERSONNEL

The City Inspector of Weights and Measures and his deputies are appointed by the Mayor. The persons appointed must have passed an examination given by the State Commissioner of Weights and Measures, division of the State Board of Health. Their duties are governed by state law.

The City Inspector serves continuously during good behavior. He can be removed only for cause and his removal must have the approval of the State Commissioner of Weights and Measures. However the commissioner may discharge the City Inspector, if he feels that the duties of his office are not being properly performed. The Inspector receives \$6,283 per year.

Duties of the Inspector and his deputies:

1. Balance city scales twice a day.
2. Check metered trucks twice a year.
3. Check grocery scales every 90 days.
4. Inspect feed store scales at least twice a year.
5. Check yard goods meters twice a year.
6. Check meat pre-packaging at least three times a year.  
(There is no equipment to check jewelers' scales).



## ENFORCEMENT

The City Inspector is a Deputy State Inspector. He is invested with police powers to perform his duties and enforce weights and measures laws. When a violation is found it is his duty to have the violator prosecuted. Court action results in fines.

A complete record of work done must be kept by the City Inspector. He makes a monthly and annual report to the Commissioner and to the Mayor.

## BOARD OF PUBLIC HEALTH

The Fort Wayne Board of Health was established by enabling legislation of the state in 1843.

### BOARD

The board consists of five members, appointed by the Mayor on a bi-partisan basis. They serve four-year staggered terms. One and some times two replacements are made each year. By law, the board must include at least two physicians and one veterinarian.

The president and vice president are chosen from the membership who usually retain their offices until the expiration of their terms. The president receives \$360 per year and the remaining members \$180 each. The board does not operate beyond the city limits although it has the power to operate in the fringe area if conditions demand it.

The secretary of the board is the Chief Health Officer and is not a member of the board.

### PERSONNEL

The Chief Health Officer (part-time) must be a physician with training in public health. The salary for this office is 4 cents per capita, based on the last federal city census. There is no maximum placed on this salary but the minimum is \$200 per year.

The assistant health officer must be a veterinarian with specialized training in public health. His salary is \$8,000 per year.

All members of the staff (34) are hired by the Chief Health Officer with the approval of the Board of Health and the Board of Safety. They are responsible to their immediate supervisor. Employees are not subject to loss of jobs by change of administration. However, status of jobs can be changed.

## DUTIES AND FUNCTIONS

### Clerical:

This includes all clerical work for all departments and the duties of the division of vital statistics which records all births and deaths within the city limits and issues copies of births and deaths. Each month a list of the deceased is sent to the Clerk of the Circuit Court so names may be removed from the voting records.

### Food and General Sanitation:

The duties of this department include:

1. Inspection of all food establishments and food markets in the city twice a year and the licensing of such establishments - license fees range from \$10 to \$30 depending upon the number of food handlers in each establishment.
2. Inspection of food handlers' permits - (Permits are issued free of charge by the Health Board upon presentation of a physician's certificate of health, with a certificate of a negative chest X-ray).
3. Inspection of nursing homes, motels, trailer courts to meet state specifications.
4. Public pools inspected and water tested - (Private pools are inspected for drainage).
5. Daily inspections of slaughter houses.
6. Periodic checks of meat and fish markets, frozen food lockers, trucks, etc. - (Equipment and procedures must meet state and federal regulations).
7. Laboratory analysis on all meat and poultry suspected of causing food poisoning - (In case of contaminated food, the board notifies the rendering plant to pick

up the food. Sanitarians follow it to the disposal to make sure it is destroyed).

8. Inspects housing with building department.
9. Conducts rodent control program.
10. Inspects private sewage systems.

Potluck suppers are discouraged. All violators of sanitation laws are warned. If correction is not made the license is suspended and a follow-up is made to prevent further operation.

#### Dairy Sanitation:

All raw milk received in the city must originate from healthy cows on Grade A farms and must be pasteurized, processed and distributed under the enforcement requirements of Grade A milk laws. This department has the responsibility of inspecting raw milk from farms which are (currently) located in Indiana, Ohio and Michigan. Products which fail to meet standards are barred from the Fort Wayne market.

#### Parochial School Nursing:

By law, the Health Department provides medical, dental and nursing supervision to all students attending parochial schools in the city. Five physicians and one dentist (all part-time) and two school nurses maintain routine medical and dental services. By choice, the Fort Wayne Public School System maintains a medical program through the Fort Wayne Board of Education.

#### Clinic Division:

The responsibilities of the Clinic include the control of venereal diseases and the administration of immunization to indigent and semi-indigent persons referred from family physicians.

#### Laboratory Division:

The laboratory is accredited by the State Board of Health and is equipped to conduct complete analysis of water, food, milk and milk products, blood and serum samples, bacteriological cultures, bottled beverages, etc. All personnel must be trained.

# FORT WAYNE CITY PLAN COMMISSION

Established by state legislature and adopted by local ordinance, the primary function of the City Plan Commission is to provide for an orderly planned growth of the development of the city.

## COMMISSION

The City Plan Commission consists of 11 members:

1. Five are appointed by the Mayor for staggered terms of four years each. - (Not more than three may be members of the same political party).
2. Two are appointed by the Judge of the Circuit Court from the jurisdictional area outside the corporate limits.
3. One member from the Common Council selected from its membership.
4. One member from the Park Board selected from its membership.
5. A designated member of the Board of Public Works.
6. City Engineer.
7. A liason member from County Plan Commission - who has no vote.

Members serve without pay and at the pleasure of the Mayor. Officers are elected from its membership.

The commission meets at 7:30 p.m. in the City Hall on the third and fourth Monday of every other month. Special meetings may be called by the president.

## DUTIES

1. The commission serves in advisory capacity to presently established boards and officials in matters pertaining to the physical development of the city.
2. Prepares and recommends the adoption of plans for the growth and development of the city.
3. Recommends zoning ordinances.



4. Reviews subdivisions within jurisdiction.
5. Serves as recommending body to departments of government concerned with providing services, such as, sewer, water, gas, parks, etc.
6. Has strong enforcement powers governing platting and construction within subdivisions.
7. Schedules public hearings as required by law, which must be legally advertised 10 days prior to hearings (The commission voluntarily sends postal cards to adjoining land holders seven to 10 days prior to meeting).

Fort Wayne has 13 zoning districts:

1. Five residential categories.
2. Five commercial categories.
3. Three industrial categories.

## PERSONNEL

A director, chosen by the commission, chooses the remaining staff members with the approval of the commission. Present staff includes a director, assistant director, planning technician, draftsman and secretary.

## FORT WAYNE URBAN REDEVELOPMENT COMMISSION

The purpose of the commission is to promote and encourage the proper use of land within the city so as to best serve the interest of the city and its inhabitants and to improve the blighted areas within the city.

## BOARD

The department is controlled by a board of five commissioners selected by a board of five trustees. The board of trustees is appointed by the Mayor from nominees selected as follows:

1. One by the Judge of the Circuit Court.
2. Two by the president of the Common Council.
3. Two by the Mayor.

These five trustees serve without pay for a four year staggered term. They must be 35 years of age and a resident of the city five years. They meet once a year in December and appoint five commissioners, who serve for a term of one year at no salary. The commissioners are authorized to:

1. Employ necessary personnel - director, a staff of five plus a summer employee.
2. Expend funds for the department.
3. Issue bonds, subject to approval of the Mayor, for the purpose of raising funds to carry out its program and levy property taxes to retire such bonds.

## CIVIL DEFENSE COUNCIL

In accordance with the state Civil Defense Act of 1951 a local authority was established to organize and plan the efforts of all public and private agencies in the city to minimize the effect of enemy action and prepare for rapid rehabilitation; to provide emergency service for the protection of life and property; to maintain law and order and to effect recovery from disasters, either natural or man-made.

## COUNCIL MEMBERS

Membership is not a fixed number. Fifteen are on the present council. All are appointed by the Mayor who serves as chairman. Meetings are normally held the first Monday of the month in the office of Civil Defense. Members serve without pay.

## PERSONNEL

Staff consists of a director who is appointed by the Mayor and two assistants who are Civil Service employees. (In order to receive federal funds some employees must be Civil Service).

## FUNCTIONS

The Civil Defense organization consists of 21 functional groups with each group organized to render service on the particular area of its own specialty. The office also distributes informational material on all matters pertaining to Civil Defense.

## FINANCE

The office is operated out of city funds with assisting federal funds. (Allen County does not directly offer any financial support for this office).

## CITY OF FORT WAYNE BOARD OF ZONING APPEALS

In 1921, the General Assembly placed upon the statute books an act which authorized the Common Council of every city to establish a City Plan Commission. This act also authorized the creation of a Board of Zoning Appeals, to hear appeals from the rulings of those administrative officials charged with enforcing the zoning ordinance. The act provided that the City Plan Commission might, by ordinance, be permitted to serve as a board of appeals also, or, if desired, a separate and distinct board might be created. The Common Council has created a separate Board of Zoning Appeals.

### PURPOSE

The board was established so citizens could exercise their constitutional right to appeal a decision. The state legislature provided the board with the authority to render decisions on appeals made by the citizens. Decisions are final and if the citizen is not satisfied with such decision, he must take action on his appeal through the court.

### BOARD

The board is composed of five members appointed by the Mayor for a term of four years. Two must be members of the City Plan Commission and not more than two may hold any elective or appointive office in the city or county government. There are no specific qualifications for appointment and members serve without pay. They may succeed themselves and cannot be removed from the board before expiration of their terms either arbitrarily or for political reasons. However, the chairman might recommend to the Mayor that he request a member's resignation. Any expenses which might be incurred by the board would be met from the budget of the City Plan Commission. A chairman, vice chairman and secretary are elected from the membership.

## MEETINGS

Meetings are held at 7:30 p.m. the fourth Wednesday of the month in the City Hall and are open to the public.

## DUTIES

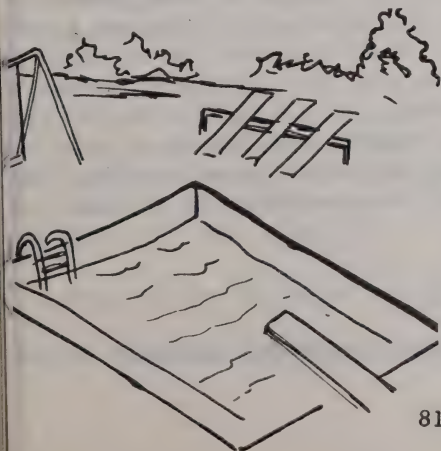
The board must hear all cases requesting an appeal that has been properly filed and duly documented; to hear both sides and take into consideration when rendering a decision what is best for the city and its residents. The Building Commissioner must refuse a building permit when the use of the property does not conform to the zoning ordinance developed by the City Plan Commission. The Board of Appeals will take into consideration and grant exceptions to a literal application of the zoning ordinance where they feel the cause is justified.

## HOW TO APPEAL

1. Application must be filed with board at least two weeks prior to meeting date along with a fee of \$25 to cover the expenses incurred.
2. Notices are mailed to affected residents of the area involved regarding the nature of the appeal.
3. A notice appears in the press 10 days before the hearing date.
4. Person who has filed appeal appears at the hearing.

Individuals making appeals are generally represented by counsel, although it is not a requirement.

## BOARD OF PARK COMMISSIONERS



The Board of Park Commissioners is composed of four commissioners who are appointed, one each year by the Mayor for a four year term. The board must be bi-partisan and they must be residents of the city. They serve without pay. Appointments must be made by January 1 and officers are elected at the first meeting in February.



## MEETINGS

Meetings are held every Thursday in the Park Board office and are open to the public.

## DIVISIONS

Responsibilities for the park activities are divided into the following departments:

1. Department of Parks - has control and maintenance over all parks in the city, except Johnny Appleseed. The area covers approximately 1,307 acres.
2. Department of Recreation - is responsible for recreation centers, swimming pools, ice skating, supervised summer play and all recreational activities.
3. Forestry Department - plants, removes and cares for trees in parks and along streets, sets up ice rinks, battles Dutch Elm disease, plants new trees, etc.

## PERSONNEL

The staff consists of a superintendent of parks and city forester; assistant superintendent; superintendent of recreation and assistant superintendent of recreation and approximately 165 employees with the number fluctuating during the summer months.

## BUDGET

Money is received from tax funds, foundations and trusts, fees from individuals and committees.

## BOARD OF AVIATION

The city of Fort Wayne owns two airports: the Municipal airport, at Baer Field, located southwest of the city and Smith Field north of the city. Baer Field was sold by the federal government to the city for the sum of \$1. Two provisions were made: i.e., that the Air National Guard use the airport and that the airport revert to the federal government in time of national emergency. Smith Field is leased to an individual for private operations but remains a responsibility of the Board of Aviation.

## BOARD

The board is made up of four members, appointed by the

Mayor for a term of four years. No more than two may be of the same political party. There is no restriction against re-appointment. A member may be removed from office by the Mayor but only upon filing reasons with the city clerk.

The board elects a president and vice president from its members. An airport employee customarily serves as secretary to the board. Board members serve without pay. An expense budget, not to exceed \$1,200 per year is used by members of the board and employees who attend meetings and conventions.

## MEETINGS

Meetings are held at 8 p.m. the second Tuesday of the month and are open to the public. Special meetings are called by the president.

## FINANCE

Operationally speaking, Baer Field is self-supporting. Income is received from:

1. Commercial airlines rental space and "landing fees".
2. Rentals from private individuals and companies - Air National Guard pays a share of the cost of the runway maintenance according to their percentage of use (private planes do not pay a "landing fee").

Taxes for the aviation fund were collected at two times for a short duration and a bond issue covered improvements to the terminal several years ago.

The federal government often helps on permanent improvements and the proposed extension of runways will be financed by federal funds after the city purchases the land.

## WEATHER BUREAU

The Weather Bureau and the Tower are controlled by the federal government and are operated at their expense.

## DUTIES OF THE BOARD

Some of the duties of the Board of Aviation:

1. Acquire, construct, improve and maintain municipal air-

ports and landing fields and other navigation facilities.

2. Employ technical and other assistants and assign their duties.
3. Adopt rules and regulations governing use of facilities under their control.
4. Lease to other persons all or part of the airport, landing fields or buildings.
5. Generally manage the airport or landing field as a private business.
6. Control the erection or maintenance of structures on property surrounding the airport which might interfere with safe aircraft operations.
7. Accept federal grants or other money, public or private for airport construction or operation.
8. Submit a budget to the Council annually for approval and make a report to the Mayor on the operations for the year.

## FORT WAYNE HUMANE COMMISSION

The principal function of the Humane Commission is to enforce the laws governing the care and control of animals in Fort Wayne and through the Sheriff's Department, in Allen County.

### COMMISSION

The commission is made up of three members appointed by the Mayor. The appointments are for three years and the terms staggered. Members must reside within the city and may not hold any other city position. One member must be chosen from three names submitted by the S.P.C.A. All serve without pay and at the pleasure of the Mayor. A chairman, vice chairman and secretary are elected each year after new members are appointed. The commission is responsible for the Fort Wayne Humane Shelter and hire a manager and a staff of seven to maintain the shelter.

### MEETINGS

The commission meets once a month or at special called meetings.

## PERSONNEL

A manager, three humane officers, two clerks and two kennelmen are employed. The humane officers are deputy police and sheriffs, being deputized by the city police and the county sheriff's departments to enforce city ordinances and state laws concerning animals.

## FORT WAYNE HUMANE SHELTER

The shelter picks up abandoned or stray animals and receives pets from owners who no longer desire them. The strays are kept for three days as required by law and returned to their owners if it is possible to find them. Animals not placed in that period are destroyed and cremated.

Animals that are bite cases are never placed but kept for the required 14 day period of observation.

Pets turned into the shelter by their owners are available for adoption to a new owner. A small fee is charged. Veterinary inspection and guarantee of a healthy animal is provided by this fee.

## HOURS

The shelter is open daily Monday through Friday from 8:30 a.m. until 5 p.m.; Saturday, 8:30 a.m. until 3 p.m. and Sunday from 10 a.m. until 3 p.m. Visiting or adoption hours however, are only after 12 noon each day. Animals are received at any time the shelter is open.

## CITY COUNTY BUILDING AUTHORITY

Empowered by 1953 state legislation, the local city and county authorities established in 1960 a City-County Building Authority composed of five trustees who were appointed for staggered terms of three years. One member each is appointed by the Mayor, Common Council, County Commissioners, County Council and Judge of the Circuit Court. This board of trustees appoints five directors who serve one year. Qualifications for both trustees and directors are as follows:

1. Must be at least 35 years of age.



2. Must have been a resident of Allen County for at least five years.

3. Must not hold any other governmental office.

Trustees and directors serve without pay. The directors hire an executive director. Present plans are in the making for a combined City-County Building.

## THE HOUSING AUTHORITY OF THE CITY OF FORT WAYNE

The local Housing Authority which administers 459 units of public housing in the city originated during World War II when it was necessary to find housing for military and civilian personnel connected with Baer Field. Housing was constructed through federal government financing, made available through the federal Public Housing Administration (P.H.A.). These are low-rent units and the income is gradually re-paying the government for its original loan. Once the loan on a unit is repaid it becomes the property of the City of Fort Wayne. Of the 459 units, 384 have been so transferred to local government ownership. Further rent from these properties may be re-invested for property improvement. If an amount of \$13,000 or more is accumulated during the course of the year without being so invested, this money is relinquished to federal government offices in Washington. The Miami Village units are not yet paid for and the financing plan for them indicates they will become local property about 1982.

## LOCAL HOUSING PROJECTS

Five local projects are: Miami Village, at Nuttman and Brooklyn Avenues; Indiana 3-1, between Morris and Freeman Streets; Indiana 3-2, east of Morris; Project 101, 44 units scattered over the city; and Edsel-Westfield, bordered by Scheele, Edsel and McCormick Streets. At present plans are being made to construct a number of efficiency and one-bedroom apartments for retired people. These will be located on Nuttman Ave.

## BOARD

The Housing Authority is governed by a board of five commissioners, appointed by the Mayor for four-year terms. Their service is voluntary. They select a chairman, vice-chairman

and, hold public meetings on the second Tuesday of each month at noon in the Chamber of Commerce. They generally oversee the work of the Housing Authority, authorize expenditures and hire the executive director who serves as secretary-treasurer. He has a staff of 11 employees.

The Housing Authority is a business organization not dependent on tax funds or charity. If the services of the City Attorney are needed, he is paid for such services.

## CONTROL

The Housing Authority operates under Public Housing Administration regulations. On those units which the federal government still controls financially, these regulations must be observed; on units owned by the city, these regulations are observed voluntarily.

## SIZE AND RENT

The amount of rent is determined by the family income and size. Maximum rent paid can be no higher than \$54 per month, which is the rate for a man with a family of five or more persons, living in a four bedroom unit and making a maximum income.

Units vary from one bedroom size (\$14) to four bedroom units with a living room, kitchen, private bath and utilities furnished.

## QUALIFICATIONS

Qualifications for prospective renters is determined by:

1. Income must not exceed \$4200 per year (If a renter reaches the salary level, he is given six months notice after which he is required to move).
2. Must be a member of a family of not less than two persons, related by blood, adoption or marriage (In units now owned by the city, rules have occasionally been relaxed to allow two elderly women or two men who are friends to rent together).
3. Must not at present, be living in "adequate" quarters (Neither will a renter be accepted if space is not adequate for his family size).
4. Ability or willingness to care for property --(May not operate a business in the unit).

HOW TO ADDRESS YOUR GOVERNMENT OFFICIALS			
Official	Heading and Envelope Address	Salutation	Closing
The President	The President Washington 25, D. C.	My dear Mr. President	Respectfully yours,
United States Senator	The Hon. John Doe Senate Office Building Washington 25, D. C.	Dear Senator Doe: or, Dear Sir:	Yours very truly,
Congressman	The Hon. John Doe House Office Building Washington 25, D. C.	Dear Mr. Doe: or, Dear Sir:	Yours very truly,
Governor	The Hon. John Doe Governor of Indiana Indianapolis, Indiana	Dear Governor Doe: or, Dear Sir:	Yours very truly,
State Senator	The Hon. John Doe State Senate State Capitol Building Indianapolis, Indiana	Dear Senator Doe: or, Dear Sir:	Yours very truly,
State Representative	The Hon. John Doe State House of Representatives State Capitol Building Indianapolis, Indiana	Dear Mr. Doe: or, Dear Sir:	Yours very truly,
Mayor	The Hon. John Doe Mayor of the City of Fort Wayne City Hall Fort Wayne, Indiana	Dear Mayor Doe: or, Dear Sir:	Yours very truly,
City Councilman	Mr. John Doe Councilman, City of Fort Wayne City Hall Fort Wayne, Indiana	Dear Mr. Doe: or, Dear Sir:	Yours very truly,





1304

